

JOB OPENING ANNOUNCEMENT

Job Title: Building Inspector/Planner

Report To: Project Manager

Department: Tribal Housing

Job Vacancy: YAN-23-089

Status: Full-Time/Exempt

Starting Wage: DOE

Opening Date: 10/23/2023

Closing Date: 11/3/2023

POSITION DESCRIPTION:

Building inspectors ensure that construction meets local and national building codes and ordinances, zoning regulations, and contract specifications. This position is responsible for inspecting all projects under construction, either it be new residential construction in development or a renovation project for the Yavapai-Apache Nation.

QUALIFICATIONS:

- High school diploma or GED.
- Bachelor's degree from an accredited university preferred.
- **Minimum of two years' experience in building inspections** or certification in one or more trades.
- Ability to read, analyze, and interpret architectural drawings, specifications and building codes.
- Certification as a Combination Building Inspector issued by the International Code Council.
- Evidence of continuing education to maintain any required certifications/license and update knowledge and skills.
- Ability to apply principles of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Knowledge of Microsoft Office software.
- Knowledge of business English, spelling, grammar, punctuation, and composition.
- Must have a valid Arizona Driver's license, insurable with the Yavapai-Apache Nation's insurance policy and maintain insurability throughout durations of employment.

The Yavapai-Apache Nation reserves the right to waive any of the minimum qualifications that, in the opinion of the Tribal Chairperson, will serve as an adequate substitution for those minimum qualifications.

DUTIES AND RESPONSIBILITIES:

- Inspect new and existing buildings and structures during various stages of construction or rehabilitation to enforce conformance to all applicable codes and laws adopted by the Yavapai-Apache Nation.
- Observes conditions and issues notices for corrections to person responsible for conformance.

- Obtains evidence and prepares reports concerning violations which have not been corrected, and issues stop-work orders if necessary.
- Interprets and recommends compliance procedures to contractors, craft workers, and owners.
- Maintains inspection records and prepares reports for use by administrative or judicial authorities.
- May conduct surveys of existing buildings to determine lack of prescribed maintenance, house violations, or hazardous conditions.
- May inspect multi-family residences, building to be moved, or building appendages, such as chimneys, signs, retaining walls, and excavations and fills.
- Inspects single-family residences for enforcement of full range of building, zoning, grading, and mechanical codes, including electrical, plumbing, heating and refrigeration, ventilating and air-conditioning regulations.
- Prepare reports and quality records in compliance with procedures.
- Perform system verifications on completed systems to assure correct installation per design specifications.
- Builds and maintains a positive relationship between the Tribal Housing Department, HUD/ONAP, BIA, I.H.S, other federal and public agencies and individuals involved in the new construction and rehab process.
- Submits reports, both oral and written to supervisor, director, and federal agencies on the status of housing issues, grants, etc.
- Maintains professional education and attend meetings/trainings to keep abreast of changes in requirements, which affect the Nation and current trends in the field.
- Must have a high adaptability and exercise sound judgment, tact and professional attitude.
- Maintains a positive working relationship with other Tribal Departments.
- Accomplishes other job-related duties as assigned by supervisor or delegate.

Physical Requirements

The employee must occasionally lift and/or move up to fifty (50) pounds. Ability to climb ladders. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms. Inspectors are frequently on their feet and often climb and crawl through attics and other tight spaces.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

