

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2021-64**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Construction Inspector
OPENING DATE: September 1, 2021
CLOSING DATE: Open Until Filled
DEPARTMENT: Public Works / Engineering
SALARY RANGE: NE-9; \$28,829 - \$43,264

Position Summary:

Under general direction of the Construction Supervisor, conducts daily inspections of projects managed by the Engineering program, conducts quality assurance/quality control assessments, and monitors the progress of projects to ensure all aspects of construction are compliant with project specifications and plans. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Ensures project phases are conducted according to specifications and to applicable codes.
- Conducts daily inspection of project phases of work, that include but not limited to; electrical, masonry, carpentry, plumbing, utility, road repair, road re-construction projects, and other areas of design and construction.
- Ensures contractors' compliance with project approved Health and Safety Plans, OSHA regulations regarding work safety, use of proper testing techniques and accurate reporting procedures.
- Assists Construction Management team with reviews of preliminary and final construction plans, specifications, and estimates.
- Assists the Construction Management team in completing site-specific investigations and data reviews in compliance with pre-bid protocol.
- Assists the Construction Management team with review and validation of costs and quantities on contractor pay application request.
- Assists the Technicians, Engineers and other program staff with field data collection and surveys for projects.
- Performs progress inspections as required by federal, state, or tribal regulations and policies.
- Conducts inspections for other tribal programs as assigned by Supervisor.
- Analyzes findings of inspections; reports situations to Project Manager; and implements recommended courses of action.
- Prepares and submits daily reports including status, activities, and results of inspections for construction projects.
- Participates in regular briefings and meetings to ensure effective communication regarding projects and related activities.
- Maintains professional and technical knowledge by attending relevant training and workshops; establishes networks with like programs.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

- Five years of construction work experience in inspection required.
- Two years of Vocational/Trade School, or Associate Degree, in construction field or technology field preferred.
- A combination of relevant education and directly related work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Construction Inspector is designated as a Moderate Risk Public Trust (MRPT) position.

Type of Background Check	Required
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Job Announcement No. 2021-64 Construction Inspector

Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of the processes, requirements, and techniques of inspections applicable to different types of construction.
- Knowledge of basic surveying techniques and processes.
- Knowledge of applicable OSHA codes and regulations; ability and skill to apply to specific projects.
- Knowledge of construction terminology.
- Knowledge of proper spelling, grammar, punctuation, and adequate math skills to carry out essential duties.
- Ability to understand and skill in interpreting construction drawings, plans and specifications.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability and skill to develop comprehensive reports in required format.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to handle multiple tasks and meet deadlines; make solid decisions and exercise independent judgment.
- Skill in computer use, including Word, Excel, Access, Outlook, and software unique to program.
- Skill in use of surveying, concrete and general electrical circuit testing instruments.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES