PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2026-73
OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: **Construction Inspector**
OPENING DATE: **October 30, 2026**
CLOSING DATE: **November 9, 2026**
DEPARTMENT: **Public Works**
SALARY RANGE: **NE12; $23.53 - $35.29**

Position Summary:
Under general direction of the Construction Supervisor, conducts daily inspections of projects regarding quality assurance/quality control assessments., Monitors the progress of projects for compliance 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:

- Conducts daily inspection to ensure project design, construction, and phases of work are conducted according to specifications, regulations, and applicable codes.
- Prepares and submits daily reports including status, activities, and results of inspections for construction projects.
- Analyzes findings of inspections; reports situations to Project Manager; and implements recommended courses of action.
- 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.
- Conducts inspections for other tribal programs as assigned by Supervisor.
- Participates in regular briefings and meetings to ensure effective communication regarding projects and related activities.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Obtains required certifications within established time limits; 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 (5) years of construction inspection work experience required.
- Associate's degree in construction field or technology field preferred.
- FEMA/ICS 100 and 200 Certifications preferred; must obtain within four (4) months of hire.
- 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
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.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- 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.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; talk or hear; and taste or smell. The employee frequently is required to walk; use hands and fingers to handle, or feel; and stoop, kneel, crouch, or crawl. The employee occasionally is required to sit; reach with hands and arms; and climb or balance. The employee must occasionally lift and/or move up to 100 pounds using appropriate safety measures.

Work Environment:

Work is generally performed outdoors at project sites. Exposure to natural weather conditions, various dusts and mists, and normal debris and hazards is common. Safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed on a regular basis. Prolonged standing and walking may be on uneven surfaces or unstable ground. Tight time constraints and multiple demands are common. Weekend and/or work beyond regular work hours is required during various phases of construction. Travel will be required for training, meetings, and other events.

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, 23 Rio San Jose Rd; Laguna, NM 87026
    4. Fax to (505) 552-9675
- For more information, contact HR at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES