



# WHITE MOUNTAIN APACHE HOUSING AUTHORITY

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P.O. BOX 1270 – WHITERIVER, AZ 85941 – (928) 338-4831 – FAX (928) 338-4835

## JOB DESCRIPTION

**POSITION TITLE:** Certified Project Inspector

**REPORTS TO:** Projects Manager

### GENERAL STATEMENT OF DUTIES:

Inspects structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and other regulations; providing vital updates on the status of the project through all phases of construction and renovation.

### KEY DUTIES:

1. Issue violation notices and stop-work orders, conferring with Housing, violators, and authorities to explain regulations and recommend certifications.
2. Inspect roadways, buildings, wiring, plumbing, electrical circuits, sewers, heating systems, and foundations during and after construction for structural quality, general safety and conformance to specification and codes.
3. Approve and sign plans that meet required specifications.
4. Review and interpret plans, blueprints, site layouts, specifications, and construction methods to ensure compliance to legal requirements and safety regulations.
5. Monitor installation of plumbing, wiring, equipment, and appliances to ensure that installation is performed properly and is in compliance with applicable regulations.
6. Inspect and monitor construction sites to ensure adherence to safety standards, building codes, and specifications.

7. measure dimensions and verify level, alignment, and elevation of structures and fixtures to ensure compliance to building plans and codes.
8. Maintain daily logs and supplement inspection records with photographs.
9. Prepare correspondence, reports of all inspections or investigations or recommendations for action at all phases of work.
10. Examine records, reports, or other documents to establish facts or detect discrepancies.
11. Use survey instruments, metering devices, tape measures, and test equipment, such as concrete strength measurers, to perform inspections.
12. Collect, identify, evaluate, or preserve case evidence.
13. Inspect manufactured or processed products to ensure compliance with contract specifications or legal requirements.
14. Inspect Housing-owned equipment or materials in the possession of private contractors to ensure compliance with contracts or regulations or to prevent misuse.
15. Recommend legal or administrative action to protect Housing property.
16. Train, direct and supervise other construction inspectors.
17. Other duties as assigned by the Projects Manager.

**SKILLS:**

1. Thorough knowledge of the Building Code regulations.
2. Knowledge of building plans and specifications.
3. Ability to communicate effectively orally and in writing.
4. Ability to work with little supervision.
5. Must have effective technical writing skills.
6. Good time management and organizational skills.

7. Ability to maintain effective working relationships with people of varied socioeconomic backgrounds.

**OTHER REQUIREMENTS:**

1. Possess a valid Arizona driver's license.
2. Must pass a pre-employment drug test.
3. Must possess ICC Certification as a Residential Inspector

**QUALIFICATIONS:**

1. Education: High school diploma or GED equivalent. Two years college degree in related field.
2. Experience: Five to six years of related work experience in residential construction. Two years of Inspector experience.

**ADDITIONAL INFORMATION:**

Preference is given to qualified members of the White Mountain Apache Tribe. Preference in filling vacancies is given to qualified Native American Indian candidates accordance with the Indian Preference Act (Title 25, U.S. Code Section 472 and 473). The White Mountain Apache Housing Authority is also committed to achieving full and equal employment opportunity without discrimination because of race, religion, color, sex, national origin, politics, marital status, physical handicap or age. In other than the above, the White Mountain Apache Housing Authority is an Equal Employment Opportunity.