



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Building Inspector**
SUPERVISOR: Tribal Administrator
LOCATION: Administration
POST DATE: July 3, 2024
CLOSING DATE: July 17, 2024

General Description: The primary responsibility of this position is to inspect and conduct plan reviews of residential and commercial construction and ensure enforcement of construction and rehabilitation standards to ensure that minimum standards are maintained to protect the health, safety, and welfare of the Lac du Flambeau community.

Qualifications: High School Diploma or equivalent is required. Associate Degree or equivalent preferred. Two-Four years of working experience/knowledge of Tribal Housing Codes/Ordinances, WI Administrative Building and Heating, Ventilating and Air Conditioning Code. Must be able to obtain State Certification as a Building Inspector; or Certification as a Commercial Inspector. Must possess and maintain a valid WI Drivers license and be insurable.

Salary: \$30.00-\$35.00/hr. depending on qualifications

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Exempt Position Description**

A. TITLE OF POSITION: Building Inspector

B. DEPARTMENT: Administration

C. SUPERVISOR'S TITLE: Tribal Administrator

D. DESCRIPTION OF DUTIES: The primary responsibility of this position will be to inspect and conduct plan reviews of residential and commercial construction and ensure enforcement of construction and rehabilitation standards to ensure that minimum standards are maintained to protect the health, safety, and welfare of the Lac du Flambeau community. Specific responsibilities include but are not limited to the following:

1. Perform on site inspections to assure buildings under construction comply with approved building plans and building codes.
2. Inspect existing buildings and buildings under construction to determine their conformity with the appropriate building regulations.
3. Follow up to ensure corrective actions are taken to meet the conditions of the approval.
4. Prepare reports to document inspections and changes required.
5. Write orders with a compliance completion date if code violations are noted.
6. Consult with proper officials such as building owners, engineers, architects, contractors and attorneys to ensure proper construction in accordance with the WI Administrative Building, Heating and Ventilating Code.
7. Evaluate reports prepared by consulting architects/engineers on code related problems.
8. Consult with architects and engineers in the field and advise on construction matters presenting options available to achieve code compliance based on knowledge of sound construction design principles to meet the building codes.
9. Resolve conflicts between the building owners, contractors and/or designers.
10. Investigate structural failures to determine the cause of the failures.
11. Provide expert testimony upon request for legal proceedings involving code related construction problems.
12. Perform building inspections that are generated by the public inquiries concerning public health and life safety issues.
13. Compile, update and enter data into computer database.
14. Communicate in an effective manner and maintain professionalism at all times.
15. Attend any necessary training or meetings.
16. Correspond with the Home Improvement Program (HIP) Coordinator at the BIA Midwest Region and Ashland offices.
17. Post applications, review, and assist Tribal members with applications to HIP as needed.
18. Enter data and send to BIA by deadline.
19. Work with Tribal Council for resolutions of approval.
20. Bid for specified work approved.

21. Contract insured Contractors.
22. Maintain Accurate filing system
23. Submit all invoices for material and contractors
24. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with general public and Tribal Center staff
2. **External:** Frequent contact with general public, vendors, and contractors.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Tribal Administrator

H. EDUCATION: High School Diploma or equivalent is required. Associate Degree or equivalent preferred. Must be able to obtain State Certification as a Building Inspector; or Certification as a Commercial Inspector.

I. EXPERIENCE: Two-Four years of working experience/knowledge of Tribal Housing Codes/Ordinances, WI Administrative Building and Heating, Ventilating and Air Conditioning Code.

J. SKILLS:

1. Must be able to obtain State Certification as a Building Inspector; or Certification as a Commercial Inspector.
2. Working knowledge as Uniform Dwelling Code Inspector in the five disciplines of construction, heating and ventilation, electrical, energy and plumbing.
3. Working knowledge of the WI Administrative Building and Heating, Ventilating and Air Conditioning Code.
4. Working knowledge of Tribal Housing Codes/Ordinances.
5. Must maintain confidentiality.
6. Must possess oral and written communication skills.
7. Must possess good organizational skills.
8. Ability to work cooperatively with other employees and public.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** General office setting with times on computer mixed with field work.
2. **Exposure to Hazards:** Will be exposed to building material where protective clothing may be required along with other PPE equipment.
3. **Physical Requirements:** Must be able to stand, bend, lift 10-50 pounds.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Building Inspector to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will

tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Previously signed
Tribal Administrator **Date**

Manager **Date**

Previously signed
Human Resource Director **Date**