



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: CAPEX Building Inspector
SUPERVISOR: Building Inspector
LOCATION: Tribal Elder Service Program
POST DATE: June 9, 2023
CLOSING DATE: Open until filled

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's degree or equivalent is preferred and 2-4 years of experience in the field. State Certification as a Building Inspector. Certification as a Commercial Inspector. Must provide assurance that the knowledge or skills have been acquired. Must possess and maintain a valid Wisconsin Driver's license, liability insurance, and personal vehicle.

Salary: \$25.00-\$30.00/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
Nonexempt Position Description

A. TITLE OF POSITION: CAPEX Building Inspector

B. DEPARTMENT: Tribal Elder Services Program

C. SUPERVISOR'S TITLE: Building Inspector

D. DESCRIPTION OF DUTIES: The primary responsibilities 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. 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 the 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 Wisconsin 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 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. Any other related duties as assigned by Supervisor.

E. POSITION RELATIONSHIPS:

- 1. Internal:** Frequent contact with the general public, and Tribal Center Staff
- 2. External:** Frequent contact with vendors.

F. SUPERVISORY RESPONSIBILITIES: Must have demonstrated experience of directing projects that include various numbers of sub-contractors depending on the assignment.

G. SUPERVISION RECEIVED: Operates independently with Supervision from the Building Inspector.

H. EDUCATION: High School Diploma or Equivalent is required. Associates degree preferred. State Certification as a Building Inspector. Certification as a Commercial Inspector.

I. EXPERIENCE: 2-4 years of experience in the field is required. Must provide assurance of knowledge and skills have been acquired.

J. SKILLS:

- Must possess and maintain a valid WI driver's license with liability insurance and personal vehicle.
- Must demonstrate good written and oral communication skills.
- Ability to work cooperatively and courteously with others.
- Hold a State certification as a Building Inspector.
- Certification of a Commercial Inspector.
- Certification as a Uniform Dwelling code Inspector in the five disciplines
 - a. Construction
 - b. Heating and Ventilation
 - c. Energy and Plumbing
- Knowledge of Tribal Housing Codes/Ordinances OR the ability to acquire.
- Knowledge of Wisconsin Administrative Building and Heating, Ventilating and Air Conditioning code.
- Knowledge of American Society of Heating, Refrigeration and Air Conditioning, American Society of testing materials, American Gas Association Listings, International Association of Plumbing and Mechanical official codes, Hardwood, Plywood Manufacturers Association.
- Knowledge of National Electrical Code NFPA-2002.

K. WORKING ENVIRONMENT:

- 1. Work Conditions:** General office setting with computer work 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 in good physical condition to be able to stand, bend, And lift 10-50 lbs. as required.

L. BEHAVIORS: The vision, goals and objectives of the Lac du Flambeau Band of the Chippewa Indians requires the CAPEX Building Inspector to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, 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 may be 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. Criminal background check applicable to the job description. Must submit to and pass a drug test prior to commencing employment and random thereafter.

N. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed
Tribal Administrator **Date**

Previously signed
Human Resource Director **Date**