

## REVISED JOB ANNOUNCEMENT

**POSITION:** Building Inspection Assistant (Intermittent)

**PROGRAM:** Projects Division

**SUPERVISOR:** Building Inspector/Construction Manager

**SALARY:** \$19.75 - \$23.48 an hour, (Grade 16 Step 01-08)

**CLASSIFICATION:** Non-Exempt, **Intermittent** (hours assigned based on construction schedule; position not guaranteed ongoing or full-time hours)

**LOCATION:** Owyhee, Nevada

**OPENS:** January 9, 2025

**CLOSES:** Open Until Filled

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

**SPECIAL CONSIDERATION:** This position is subject to random drug testing and a background check as a condition of employment. This individual will operate Tribal and GSA vehicles and equipment on a regular basis. This person will encounter children, seniors, and the general public in the course of delivering services to the Tribe. This individual will be expected to present themselves professionally at all times.

### **JOB FUNCTION:**

Supports the Building Inspector/Construction Manager by assisting in construction site inspections under the direction of the Building Inspector/Construction Manager, documenting observations related to building codes and safety regulations. Works with tribal departments, contractors, and design professionals to ensure successful project execution and code adherence. *This position does not perform final inspections, code enforcement actions, or independent compliance determinations.*

### **ESSENTIAL FUNCTIONS:**

1. Assist in field inspections by observing and documenting conditions under the supervision of the Building Inspector/Construction Manager.
2. Record and report observed conditions or potential deficiencies to the Building Inspector/Construction Manager.
3. Track project phases, schedule follow-up inspections, and maintain accurate documentation of findings.
4. Provide administrative support with documentation, data entry, and correspondence with contractors and project stakeholders.
5. Assist with tracking contractor responses to inspection comments as directed by the Building Inspector/Construction Manager.
6. Assist with documentation and observation during inspections of foundations, framing and building systems when accompanied by the Building Inspector/Construction Manager or qualified professional under the guidance of the Building Inspector.
7. Research applicable building standards (ICC, IAPMO, NFPA) and prepare summary briefs for supervisor.
8. Coordinate communication with design professionals, engineers, and inspectors.
9. Represent the Tribe with professionalism during site visits, public interactions, and contractor meetings.
10. Assist with administrative documentation related to procurement activities.
11. Perform duties in extreme weather and variable terrain; lift up to 50 pounds.
12. Other duties as assigned.

**WORK ENVIRONMENT:**

- Office, vehicle, and construction site environments.
- Requires use of personal protective equipment.
- Must be able to lift 50 lbs. and work in variable terrain and weather.

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED required; vocational, trade school, or technical certification preferred.
- Coursework, internship experience, or entry-level experience in construction engineering, architecture or a related field may substitute for professional experience.
- Relevant fields of study may include construction management, engineering, architecture, building science, or similar disciplines.
- Ability to interpret construction drawings, architectural/engineering plans, and technical specifications.
- Familiarity with construction methods, building materials, and applicable safety codes.
- Basic computer literacy, including spreadsheets, inspection forms, and email communication.
- Valid Nevada or Idaho driver's license with insurable driving record.
- Interest in pursuing ICC or similar inspection certification is preferred but not required.
- Must pass a pre-employment drug test and background check.
- Experience with tribal projects, public sector construction, or federally funded infrastructure is preferred.