HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE

JOB TITLE:	**Chief Building Official and Construction Manager**
DEPARTMENT:	**Planning and Economic Development**
SALARY:	**$24.00 – $27.00/hr DOQ**
CLASS:	**Regular/Full Time**
OPENING DATE:	**May 6, 2013**
CLOSING DATE:	**Open Until Filled**

Summary Job Description:
Employee performs supervisory duties, as well as plan examination and field inspection, to ensure compliance of new construction and alterations to existing structures with the building, electrical, mechanical and plumbing codes and other regulations adopted by the Hualapai Tribe.

As construction manager, the employee will plan, direct, and coordinate activities concerned with the construction and buildings, facilities, and systems. The construction manager will also participate in the conceptual development of construction projects and oversee their organization, scheduling, budgeting, and implementation. Work requires the exercise of initiative and independent judgment.

Expectations:
The employee performs the most difficult and responsible types of duties and is required to be fully trained in all procedures related to managing and performing inspections, interpreting and ensuring code compliance and adhering to approved plans and specifications. The Chief Building Official is charged with interpretation of the adopted building codes and will supervise building inspectors and other support staff.
As construction manager, the employee will act as liaison between the architect, contractor and the owner and keep the project on schedule. The construction manager will be asked to review construction submittals, change orders and requests for information and provide recommendations on each.

Tasks of Chief Building Official:

1. Supervises, coordinates and performs a variety of administrative staff work such as: scheduling; maintaining records and daily logs; responding to requests for information or services; performing related administrative, planning and research activities; and preparing correspondence, reports, statistical information and may prepare budgets.
2. Completes performance evaluations of Building Division staff and makes hiring recommendations for such staff; recommends disciplinary actions; reviews vacations and time off; prepares work schedules and assignments; supervises the activities of assigned personnel; monitors reports and record keeping activities filed by assigned personnel for completeness, accuracy, and adherence to policy and procedure guidelines; instructs personnel in departmental policies, procedures and techniques; and may train other building inspectors.

3. Reviews the more complex and technical construction drawings and site plans to ensure that work is being done according to approved plans and ensuring code compliance. Discusses changes with contractors and authorizes some alterations. Recommends the issuance of building permits to Planning staff. Approves and signs plans that meet code requirements.

4. Inspects new construction, specifically single and multi-family residential, commercial, industrial and public buildings at various phases of completion to ensure compliance with the various codes and approved plans and specifications. Measures and verifies length, width, depth, angle, levelness, alignment and elevation of structures or fixtures to ensure compliance to building plans and codes. Supplements inspection records with photographs. Performs inspections of installations involving multiple trades, unusual engineering designs, and non-standard construction methods and building materials.
5. Inspects alterations to existing structures, including remodeling, room additions, patio covers, retaining walls, electric service, manufactured homes, etc.
6. Contacts utility companies with approvals so that utilities may be connected.
7. Monitors construction sites to ensure adherence to safety standards.
8. Conducts housing inspections in support of the Housing Improvement Program.
9. Conducts fire damage inspections, dangerous buildings inspections, damage inspection following emergencies or disasters per FEMA requirements and inspections of buildings being moved.
10. Issues approvals or rejections at each of the inspection phases; issues citations for non-compliance to codes and deviations from approved plans and specifications; issues citations (stop work orders) for work being done without the necessary permits.
11. Investigates, responds, counsels and resolves complaints involving issuances of citations, building inspections and procedures, or other related building inspection issues; meets with contractors, homeowners, and others to discuss deficiencies and possible corrections and respond to inquiries of building inspection activities and code compliance. In association with the Planning Director, investigates complaints and notifies higher level of authority of the results of the investigation to determine outcome of complaint.
12. Maintains records of inspections conducted, citations issued and updates permit records. Follows up with code violations to verify compliance.
13. Maintains awareness of new and revised codes and construction methods and materials; reviews code changes and prepares code revision recommendations for Director.
14. Performs related work as required.

Tasks Unique to Construction Manager:

1. Schedule the project in logical steps and budget time required to meet deadlines. Confer with supervisory personnel, owners, contractors, or design professionals to discuss and resolve matters, such as work procedures, complaints, or construction problems. Study job specifications to determine appropriate construction methods.
2. Review submittals and change orders from contractor with architect/engineer and owners representative. Oversee workers on specific pieces of the project which the Tribe is responsible for completing.
3. In association with the Planning Director, prepares contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
4. Prepare and submit budget estimates, progress reports, or cost tracking reports.
5. Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
6. Plan, organize, or direct activities concerned with the construction or maintenance of structures, facilities, or systems.
7. Take actions to deal with the results of delays, bad weather, or emergencies at construction site.

Work Conditions:
Work is subject to varying job site assignments, including Grand Canyon West, and may be subject to call-back or on-call status and irregular schedules including completion of work assignments on weekends and holidays. The performance of inspections and investigations frequently requires a variety of motions to include standing, walking, bending and stooping and exposure to electrical currents at varying levels. Exposure to varying weather conditions including extreme hot and cold temperatures, high winds, storms and, depending upon location of inspection site, isolated, remote areas, some accessed by helicopter and river boat. Occasional lifting of objects up to 25 pounds may be required. Work not involving on-site inspection and monitoring will be conducted primarily at the Planning and Economic Development Office. Office duties will primarily involve plan review and the use of personal computers to track projects and correspond with the contractor, architect/engineer and owner.

All employees of the Hualapai Tribe are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. All employees are considered to be available for these types of events and will immediately respond, when directed by the Council, the Homeland Security/Emergency Management Coordinator, or when directed by the department director/elected official and/or immediate supervisor. Such call to respond and assist may involve those activities assigned to the regular job responsibilities and incorporate other non-job related duties as necessary and required of an employee to respond to the emergent matter at hand. An employee's response to these matters may require the working of unusual, long hours over a possibility of an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and department director/elected official to discuss their requirement for response.

Extensive knowledge in:

1. structural standards and methods applicable to the work assignment.
2. materials and practices used in building construction trades and crafts and in the various stages of construction, including mechanical, plumbing and electrical materials and methods.
3. adopted codes and ordinances related to construction and modification of residential, commercial, industrial and public buildings including applicable building, plumbing, electrical and mechanical codes.
4. building safety and inspection methods and of the phases of construction where defects may be detected and corrective measures taken.

Practical knowledge of:

A. engineering science and technology

B. structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. An understanding of the Hualapai language is a benefit.

C. customer services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

D. arithmetic, algebra, geometry, calculus, statistics, and their applications.

E. department policies, rules, regulations, and procedures.

F. principles and practices of leadership, supervision and training.

Skill in:

a. safe, efficient use of measuring and inspection aids and tools utilized in performance of building inspections including calculators, tape measures, electrical circuit and GFCI testers, levels and leak detectors.

b. computer software programs including Microsoft Internet Explorer, Word, Excel and PowerPoint.

Ability to:

i. set priorities and efficiently organize workload as well as assign, schedule, train, supervise and evaluate work activities of subordinates, including persuading assigned personnel effectively.

ii. plan and schedule work to accommodate the needs of contractors and property owners, to assure compliance with codes, standards and regulations and to avoid costly delays in the construction or modification process.

iii. detect discrepancies in plans, materials, methods of construction and installation processes and suggest corrective actions, including alternatives and/or modifications which will bring construction into code compliance.

iv. interpret and apply technical information encountered in the performance of duties that include building codes, ordinances, plans, diagrams and specifications.

v. conduct accurate and detailed field inspections and investigations for building code and dangerous building code violations and prepare detailed and accurate records for use in legal procedures.

vi. establish and maintain effective working relationships with associate personnel, the general public, building contractors and related agencies, and Tribal departments.

vii. follow written and verbal instructions.

viii. communicate effectively verbally and in writing including the translation of complex requirements into appropriate layman terms and maintaining accurate, up-to-date records.

ix. tell when something is wrong or is likely to go wrong.

x. see details at close range (within a few feet of the observer).

xi. work independently.

Necessary Special Requirement:
The applicant shall have and maintain a valid driver's license and provide an acceptable driving history at no cost to the Hualapai Tribe. The applicant must possess a minimum of two (2) International Code Council (ICC) Certifications to include Commercial Building Inspector and at least one other such as a Commercial Plumbing Inspector, Mechanical Inspector, Electrical Inspector certifications and must possess a willingness to strive and obtain International Code Council (ICC) certification as a Building Plans Examiner and Certified Building Official (CBO) within one (1) year of appointment. Certifications must be current and must be maintained in the future as is required by the International Code Council (ICC).

Education and Experience:
Must possess a high school diploma or GED. A Bachelor's degree in engineering or construction management or related field is preferred and five (5) to eight (8) years of progressively responsible experience in plan review, building code inspection and construction management – five (3-5) years in an administrative or supervisory capacity. OR an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

Disclaimer:
The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

How to Apply:
Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume will not be accepted in lieu of a completed employment application. All

applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.

Preference:
All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities