Job Title: Project Inspector

SUMMARY: Inspects construction projects for compliance with plans and specifications, dimensional and alignment accuracy and conformance with applicable rules, regulations and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

- Measures distances to verify accuracy of dimensions of structural installations and layouts.
- Verifies levels, alignment, and elevation of installations.
- Observes work in progress to ensure that procedures followed and materials used conform to specifications and comply with applicable rules, regulations and funding guidelines.
- Prepares samples of unapproved materials for laboratory testing.
- Examines workmanship of finished installations for conformity to standard and approves installation.
- Interprets blueprints and specifications for contractors and discusses deviations from specified construction procedures to ensure compliance with regulations governing construction.
- Records quantities of materials received or used during specified periods.
- Maintains daily log of construction and inspection activities and compares progress reports.

SUPERVISORY RESPONSIBILITIES: No supervisory responsibilities are required.

RESPONSIBILITIES/ACCOUNTABILITIES: The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Medium (Assignments received in broad terms with time lines and objectives set.)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION REQUIREMENT: Associate’s degree from two-year College or technical school in a related field; or three years related experience and/or training; or equivalent combination of education and experience. May include two years or more of undergraduate college course work; or two years of on the job training.

EXPERIENCE REQUIREMENT: An additional one year related experience is required.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS: None required.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver’s license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

OTHER SKILLS AND ABILITIES: Must have good mathematical skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and with explosives and is occasionally exposed to fumes or airborne particles, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.