

# Housing Authority of the Cherokee Nation Human Resources Job Description



## Job Title: Construction Inspector

**SUMMARY:** Inspects and oversees construction to ensure that procedures and materials comply with plans and specifications.

**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, using surveyor's level and transit.

Observes work in progress to ensure that procedures followed and materials used conform to specifications.

Examines workmanship of finished installations for conformity to standard and approves installation.

Interprets blueprints and specifications for contractor 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. Computes monthly estimates of work completed and approves payment for contractors.

**SUPERVISORY RESPONSIBILITIES:** None.

**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

PREPARED BY: HUMAN  
RESOURCES

DEPARTMENT: AS ASSIGNED

REPORTS TO: AS ASSIGNED

PREPARED DATE: 10/26/2016

Employees are held accountable  
for all duties and responsibilities of  
this job.

accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATIONAL REQUIREMENTS:** High school diploma or general education degree (GED) and less than one year of specialized training or education.

**EXPERIENCE REQUIREMENTS:** An additional three years' experience in construction.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**COMPUTER SKILLS:** None required.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**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:** Embraces and implements the Jobs/Language/Community HACN strategy.

**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 regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually loud.**