

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
PERSONNEL OFFICE FAX: (406) 226-2562  
WEBSITE ADDRESS: [csktribes.org](http://csktribes.org)  
E-mail [carla.matt@cskt.org](mailto:carla.matt@cskt.org)**

**\*\*\*\*V A C A N C Y   A N N O U N C E M E N T\*\*\*\***

**TITLE:** Building Inspector

**LOCATION:** Salish Kootenai Housing Authority – Pablo, MT

**SALARY:** \$20.15 - \$23.16 per hour, plus benefits

**CLOSING DATE:** Thursday, October 10, 2024 at 5:30 p.m. (MST)

**This Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

This position is an integral part of the Maintenance Department and is responsible for inspections, ensuring that they are completed in a timely and accurate manner. Position will exercise good judgment and have responsibility for results. Position will be responsible for direction and guidance for workers assigned to his supervision. Work activities include but are not limited to the following:

Inspector is responsible to determine scope of repairs needed on projects and completes write up of work order and prepares an estimate. The inspector escorts contractors to view homes needing repairs, answering questions onsite so that contractors can submit bids for the project. The inspector is responsible to open bids in compliance with Salish Kootenai Housing Authority procedures and determines low bidder.

The Inspector monitors contractors working on projects to insure compliance of work specifications. Determines necessary change orders identified during construction projects. Supervises contractors for compliance of bid documents and makes daily reports of work in progress identifying all contractors, sub-contractors and employees on site. Also keeps a daily record of hours on the site, weather conditions, visiting officials and jurisdictions, daily activities, decisions, observations in general and specific observations in more detail in the case of observing test procedures.

Inspector performs onsite inspections for the quality of building materials, workmanship and compliance with established scope of work for construction and repairs to homes under the management of the Salish Kootenai Housing Authority. Monitors all phases of construction and enforces safety measures. Inspector performs final inspection to determine satisfactory completion of job. Approves completed project, submitting final documents to appropriate staff for payment. Assist contractors in understanding intent of contract documents. Considers and evaluates suggestions or recommendations which may be submitted by contractor for review and furnish recommendations to the Building Inspector Foreman for review.

Inspector will perform pre and post energy audits on existing homes. Input findings into technical computer and interpret printouts. Keep up to date with any new data and statistics that need to be input into the system.

Inspector performs scheduled annual inspections on rental units both interior and exterior. List any repairs and/or maintenance needs found from annual inspection reports, identify lease violations and notify Building Inspector Forman of findings.

Perform all other duties as assigned.

**MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:**

1. Must have five years' experience in construction field, read blueprints, specifications, building codes and interpret them. Computer skills in Word and Excel.
2. Must have a current, valid Montana Driver's license and be willing to travel out of the area for training if needed. Must have had no alcohol-related convictions in the last three years.
3. The inspector will be required to obtain one IRC certification within the first year of employment with the balance of 3 certifications within 36 months, must complete courses to become a certified renovator and asbestos inspector within the first year.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copy of academic transcripts, applicable certifications, etc.
3. Copy of valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or [personnel@cskt.org](mailto:personnel@cskt.org)

**FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS**

**FOR MORE INFORMATION: Contact Sid Shourds (406) 675-4491 Ext. #1556**