



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 099-24**

**OPENING DATE: 07/26/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Public Infrastructure Inspector  
**PAY GRADE:** E8 (\$35.01/hr.-\$49.02/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Project Manager  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** To provide oversight of various construction projects, including buildings (vertical projects), and infrastructure (utility projects) from planning through construction. Works directly with POI support Staff (Procurement, Treasury, Legal) and contracted professional service providers including architects, engineers and contractors to ensure that projects are delivered on schedule, within budget and in adherence with all relevant funding, design and construction requirements. To provide code inspections of various construction projects including buildings (vertical projects), and infrastructure projects to ensure compliance with all required building codes, specifications and standards. Performs a variety of technical and entry-level skilled duties needed to assure compliance with established local, state, and federal construction standards; inspects and monitors work in progress related to private development and capital improvement projects. Works under the direct supervision of the Project Manager

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Conducts routine and complex inspections monitoring public infrastructure and construction practices for a variety of public works and site development projects related to general improvements to the public infrastructure.
- Approves continuance of work progress by a contractor based on compliance with approved plans and standards. Issues "stop work" notices when compliance is substandard.
- Performs verification inspections for bond releases, final walk-through inspections, and end of warranty inspections, completes "punch list" as needed to determine completion status of the project.
- Becomes familiar and develops a deep working knowledge of the Pueblo's standard specifications and other industry, federal and state standards relating to the work. Recommends updates and revisions to the Pueblo's standards when necessary.
- Maintains records for each construction site including daily work logs, annotated set of construction plans, periodic photographs, and testing results. Prepares reports when requested.
- Involved in review of construction plans coordinating comments with the Public Works Project Manager oversight; discusses construction problems with contractor or personnel; evaluates scope of problem and determines alternative course(s) of action; exercises professional judgment where errors could produce costly consequences.
- Coordinates with Public Works Project Manager for the rare special situations that may require the consideration of deviating from standards or approved plans.
- Monitors work performed in public rights-of-way by private contractors and utility companies to assure safety and ensure quality standards are achieved. Checks to make sure all work is being performed with properly approved specifications.
- Assures the proper testing of locally manufactured materials; assures compliance with established specifications; monitors uniform testing procedures in basic materials such as earth work, aggregate production, asphalt, and concrete; initiates changes in procedures as needed.
- Verifies all materials being delivered to a construction site are in accordance with approved plans and specifications.
- Operates a GPS survey grade data collection device. Collects GPS data for use in developing as built maps and GIS database.
- Prepares and/or reviews required documentation for assigned projects.
- Reviews and approves contractor submittals and requests for information as required.
- Inspects a variety of construction projects to determine compliance with construction documentation and contractual obligations.
- Reviews and recommends construction changes orders, and monitors construction progress with construction schedules.
- Reviews certified payroll for projects when required for compliance including Davis-Bacon wages.
- Attends training as needed to maintain and/or obtain various job-related certifications.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Construction Management, Civil Engineering, Architecture or related field;
- Two years of specialized training in engineering methods and practices related to testing and compliance; provided through technical college, professional workshops or university studies.
- Minimum four years' experience in Public Infrastructure Inspection.
- International Code Council (ICC) Inspector Certification.
- Certification as a Public Works Inspector is preferred.
- Certification as a Registered Storm Water Inspector is preferred.
- Certification as a Traffic Control Technician is preferred.
- General Building Contractor License - GB98 – New Mexico License preferred.
- Residential and Commercial Electrical - EE98 – New Mexico License preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of construction materials, methods, tools and equipment involved in the installation of public works facilities and site development.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of modern construction methods, principles, practices and terminology.
- Knowledge of (OSHA) occupational hazards and standard practices.
- Knowledge of fundamental engineering.
- Knowledge of surveying principles.
- Knowledge of building codes.
- Knowledge of principles and techniques of material testing.
- Skill in managing multiple projects in a construction environment.
- Skill in operating technical reference software.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in conducting inspections on construction projects.
- Skill in the art of cooperative problem solving and delicate negotiations. Understanding in the use compaction testing equipment, electronic locators, concrete testers, etc.
- Ability to read and interpret blueprints, construction drawings, and other related documentation.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

- Ability to work independently with minimal supervision.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Standing, walking, bending and climbing while inspecting or monitoring construction projects or making field investigations and surveys.
- Prolonged standing and walking may be on uneven surfaces or unstable ground.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office environment and in an outdoor environment.
- Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties.
- Use of proper Personal Protective Equipment (PPE) is required.
- Evening, weekend and emergency work may be required.
- Travel within the Pueblo area is required and working in sensitive and/or hazardous areas is required.
- Noise level is usually moderate to high on construction sites.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.