



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:	Project Manager/Inspector	Open Date:	August 4, 2023
Program:	SLT Administration	Close Date:	Until Filled

Position Objective: Supervises and oversees building inspections and policies and programs; ensures properties comply with structural, electrical, plumbing, mechanical, zoning, fire and other related codes.

- Major Duties & Responsibilities**
- Prepares budget and monitors expenses.
 - Develops and implements division's policies and procedures.
 - Reviews and recommends ordinances for building, electrical, plumbing, gas and fire codes. Ensures compliance with Americans with Disabilities Act (ADA)
 - Maintains current knowledge of various building code technical specifications, procedures and policies.
 - Makes on-site inspections of buildings during construction to ensure compliance with various codes such as standard building, plumbing, gas, mechanical and fire cords; verifies compliance with codes and other ordinances.
 - Reviews commercial plans and specifications for compliance with codes and ordinances.
 - Reviews residential and commercial plans and specifications for compliances with Tribal codes and other ordinances.
 - Issues, approves and assess fees for building, plumbing and utility permits and licenses prior to construction.
 - Consult with engineers, architects, builders and contractors to discuss plans and compliance with other codes.
 - Prepares and writes departmental reports and correspondence.
 - Conducts required inspections during building condemnation procedures.
 - Investigates complaints regarding unauthorized or unsafe building use or construction, determine appropriate action, and follow through for compliance
 - Answers questions regarding zoning, building ordinance compliance and complaints.
 - Use graphic instructions such as blueprints, schematic drawings, layouts, or building plans and technical data/drawings in order to verify that construction complies with approved documents.
 - Inspect commercial or public buildings compliance with building.

- Supervise and/or inspect the work product of others to ensure conformance standards by inspecting workmanship and quality of materials for building construction (may include repair and restoration project work).
- Make final inspections prior too issuance of a Certificate of Occupancy.
- Works with Tribal Directors & Tribal Council on any Construction projects.
- Inspect Jobs to make sure they are completed correctly before last payment to Contractor.
- Other duties assigned by Tribal Council.

Qualifications, Experience and education required:

- Knowledge of the Uniform Administrative Code which provides necessary requirements and procedures for the adoption and enforcement of codes.
- High school diploma or GED and a minimum of five (5) years extensive customer contact.
- Knowledge of the stages of construction when various possible violations and defects may be most easily observed and corrected.
- Knowledge of the Uniform Building Code regarding the fire, life, and structural safety aspects of all buildings and structures.
- Knowledge of building regarding national test materials and special design standards referenced in the Uniform Building Code.
- Knowledge of the Uniform Mechanical Code regarding requirements for the installation and maintenance of heating, ventilating, cooling and refrigeration systems in buildings or other structures.
- Knowledge of the Uniform Plumbing Code which applies to the installation and maintenance of plumbing systems and materials, and provides requirements and standards of the protection of public health, safety and welfare.
- Knowledge of the State of North Dakota Department of Building and Fire Safety rules and regulations regarding installation mobile manufactured homes and buildings.
- Ability to plan, supervise and coordinate work of others.

Job Role:	Project Manager/Building Inspector	Company Industry:	SLT Administration
Employment Status:	Full- time	Supervision	Tribal Council
Monthly Salary Range:	\$28.00/hr	Manages Others:	n/a
Number of Vacancies:	one		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	britneyr@spiritlekenation.com or mkeo@spiritlekenatino.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		