



541-429-7180



HumanResources@ctuir.org



46411 Timíne Way  
Office of Human Resources  
Pendleton, OR 97801

## **POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	Building Inspector (up to 2 positions)
<b>SALARY:</b>	Pay Range: 10; \$50.00/hour DOE/DOQ
<b>DEPARTMENT:</b>	Tribal Planning Office
<b>LOCATION:</b>	Nixyaáwii Governance Center, Mission, Oregon Confederated Tribes of the Umatilla Indian Reservation
<b>EMPLOYMENT STATUS:</b>	Part time (on call) with partial benefits Non-Exempt (generally 5 to 8 hours/week; up to 29 hours/week during major projects) (employees scheduled to work 129 hours or less per calendar month)
<b>SUPERVISED BY:</b>	Planning Director
<b>OPENING DATE:</b>	March 28, 2025
<b>CLOSING DATE:</b>	Open Until Filled; first screening of complete applications on April 24, 2025

### PLANNING OFFICE MISSION STATEMENT

**To provide the CTUIR with the full range of comprehensive planning, development code administration, construction and safety inspection services, environmental health, and public transportation operations.**

This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

### GENERAL STATEMENT OF DUTIES

This position involves reviewing building permit applications and construction plans, along with applying routine procedures to complete on-site inspections for building projects during construction, alteration, or repair work that is encompassed in the CTUIR adopted codes and laws. Inspection and enforcement decisions are usually made in collaboration with the

Planning Director in accordance with adopted CTUIR codes and applicable federal regulations. The CTUIR Planning Office inspection program administers and enforces the CTUIR Land Development Code, Environmental Health and Safety Code and International Building Codes.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Responsible for inspecting construction projects for compliance with health and safety standards put forth by the CTUIR and federal government in the form of adopted building and zoning codes and laws.
2. Responsible for examining drainage systems and water supply lines to prevent leaks and flooding.
3. Responsible for checking building foundations to ensure proper construction for the type of soil on the property.
4. Responsible for checking and providing input on the structural integrity and safety of existing buildings upon request.
5. Responsible for reviewing and approving plans for new building projects or changes to existing buildings to ensure compliance with Land Development Code Section 4.005 Building Codes.
6. Responsible for providing information to architects, engineers and contractors for compliance with building codes as required.
7. Responsible for providing written notification to supervisors of any code violations found during inspection.
8. Responsible for inspections of all structures that are being built or altered at each regular phase to ensure code compliance.
9. Responsible for completing and issuing written or electronic inspection reports for completed inspections related to construction, demolition, and occupancy.
10. Communicates effectively with project representatives and CTUIR colleagues about the status of projects and results of inspections.
11. Uses metering devices, tape measures, test equipment, and other tools necessary to perform inspections.
12. Attends trainings to maintain or expand Certifications.
13. Uses Microsoft Office or other software to maintain communication, daily logs, spreadsheets, and databases for records and photographs.
14. Performs other duties as assigned by the Planning Director as related to the operational needs of the Planning Office.

#### SUPERVISORY AUTHORITY:

None

#### SIGNATORY AUTHORITY:

Inspections, orders, etc. as pertaining to the position or directed by the Planning Director.

#### ACCESS TO SENSITIVE AREAS:

None, unless delegated by immediate supervisor.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing or by providing documentation that he/she does meet the following minimum qualifications.)**

1. High school diploma or GED PLUS five years of full-time verifiable experience in the building trade as a Certified building inspector.
2. Certifications: 1-2 family dwelling inspector/plans examiner; commercial building/mechanical inspector; plumbing; and/or electrical. Must complete educational requirements to maintain certifications and be willing to obtain additional state and/or national certifications as needed.
3. Must keep up-to-date with changing codes and trade technology to prevent substandard or unapproved installations.
4. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
5. Must have the ability and interest to handle complex and difficult situations in person and on the phone in a professional and courteous manner.
6. Demonstrates good negotiation, communication, customer services and problem solving skills.
7. Works effectively with elected official, other CTUIR employees, contractors and the public.
8. Ability to render decisions firmly with good judgment and impartiality.
9. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
10. Must be able to secure sources of information relating to Tribal problems/concerns regarding building, environmental and zoning codes, laws, and regulations. Must become knowledgeable of these types of codes, laws, and regulations and implement them as applicable.
11. Must have functional knowledge of computer processing equipment and software, including: Word, Excel, Outlook, and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
12. Considerable knowledge of materials, methods, and tools involved in construction or repair of houses, buildings, or other structures with knowledge of practical application of relevant equipment, policies and procedures to ensure compliance to building, health and safety codes, laws, and regulations. Individual must be highly organized and have good recording, reporting, and filing skills.
13. Must be able to operate office machines (copiers, fax machines, printers, scanners, etc.).
14. Must have and maintain valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

**DESIRED QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing, or by providing documentation that he/she does meet the following desired qualifications.)**

1. Bachelor's Degree in architecture or engineering OR an Associate's Degree with one to three years of experience in the field of construction, engineering, electrical, and/or plumbing;
2. Certifications (one or more of the following): Electrical Inspector / Plans Examiner; Plumbing Inspector / Plans Examiner, Commercial Plans Examiner; Building Official;
3. Certification as a Building Inspector by the International Code Council;
4. Additional Model Code certifications

#### WORKING CONDITIONS:

Primarily in the field with exposure to the elements and constructions sites with dust, dirt, noise, etc.; maneuver around sites, climb ladders, etc. drive tribal vehicles; occasional office work.

#### PHYSICAL DEMANDS:

1. Ability to use survey and inspection instruments and tools as well as standard computer programs such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 pounds.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

**DRUG FREE WORKPLACE:**

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE: Open until filled. First review of applications will be after May 28, 2019

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form (both sections).
5. High School Diploma/GED or copy of certifications or official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

**APPLICANT RESPONSIBILITY**

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Recruitment  
46411 Timíne Way  
Pendleton, OR. 97801  
Phone: (541) 429-7180

To be considered, application package must be post marked by the closing date.

  
Approved: Jue Jue Withers-Lyons, Assistant Director, Office  
of Human Resources

3/28/2025  
Date

**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date