



Ho-Chunk Nation Transportation Authority, INC

Job Description

TITLE: CONSTRUCTION INSPECTOR		HOURLY RATE: \$34.00
GOVERNMENT-EMPLOYEE	NON EXEMPT	
NO FLEX	FUNDING SOURCE: Tribal Transportation Program	HO-CHUNK PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

This job classification is at-will in nature, regardless of any other policy, writing or understanding to the contrary. This means your employment under this classification is subject to termination at any time, and for any or no reason or notice. The employee also has the right to leave at any time for any or no reason or notice.

POSITION OVERVIEW

Has responsibility for field work performed in a public works construction environment, perform construction inspections, and prepare appropriate documentation. Lead person in updating the TTP program inventory. Assists the planning section on identifying projects to be placed in the Long Range Transportation Plan and subsequently on the Tribal TTIP List.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Provide input in the preparation of Request for Proposals for engineering services for construction projects as they develop.
2. Consult with Transportation Authority staff, the Bureau of Indian Affairs Regional Office, State DOT, local governments and the public on identifying road construction needs on a regular basis
3. Assist the Bureau of Indian Affairs and consulting engineers with the preliminary design of construction projects as warranted.
4. Review engineering plans for accuracy and recommend changes per project.
5. Coordinate pre-bid meetings and site visits with contractors on a regular basis.
6. Maintain a project file that includes daily inspection logs, daily project diary, weekly federal reporting requirements, material certifications, material testing logs, plan modifications, as built plans and all other documents important to the project.
7. Review construction project bids for accuracy and completeness and make recommendations for reward per project.
8. Coordinate pre-construction conferences with contractors per project.
9. Monitor construction projects for compliance and quality control regularly.
10. Review and evaluate project change order requests and review project pay requests for accuracy and make recommendations as warranted.
11. Coordinate with the Transportation Authority staff on project site visits and inspections per project.
12. Develop project close out punch lists and assure that the punch lists are completed prior to final payment per project.
13. Assists annually in the preparation and implementation of the Ho-Chunk Nation LRTP and the TTIP.

14. Attend Legislative sessions, State, County, Towns and Village meetings, as warranted.
15. Attend training sessions and workshops regularly to stay current on construction technologies and regulations.
16. Perform other lawful duties as assigned and relevant to this job description.

JOB RESPONSIBILITY

Job Reports to	Transportation Planner
Leadership Accountability	Develops strategic plans and interprets policy. Implements operating plans.
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with officials and executives. Interfaces with regulatory authorities. Interfaces with outside customers. Interfaces with inside customers.
Freedom to Act	Operates with significant independence. Subject to general input from supervisor. Subject to regular review by supervisor.

MINIMUM QUALIFICATIONS

EDUCATION:

1. An Associate's Degree in Construction Management and 5 years progressively responsible experience, OR eight years of progressively responsible construction management experience. Experience should be in road construction, civil construction or a related field.

EXPERIENCE:

1. Tribal Transportation Program Facilities inventory and construction contract experience required.
2. Must have computer experience in Microsoft Windows (excel and word) and Arc/GIS

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Thorough understanding of road and bridge construction techniques.
2. Must have the ability to pass a Federal Bureau of Investigation background check within 90 days of hire.
3. Excellent organizational skills, including the ability to schedule employees and equipment to complete inspection and surveying tasks.
4. Excellent communications skills, including writing proficiency and the ability to speak effectively before tribal meetings and public gatherings.
5. Ability to develop and maintain effective relationships with other employees, Tribal Officials, state and local highway officials and BIA staff.
6. Must have the ability to meet deadlines

WORK PLACE RESPONSIBILITY

1. Willingness to travel and work varied hours including some evenings and weekends.
2. Must possess a valid driver's license, liability insurance, and dependable transportation.

WORKING CONDITIONS

1. Generally working in the office 55%, outdoors 45%