



DEVELOPMENT BANK OF AMERICAN SAMOA  
P. O. BOX 9, Pago Pago A. S. 96799  
Office: (684) 633-4031 Fax: (684) 633-1163. Website: [www.dbas.as](http://www.dbas.as)

## EMPLOYMENT OPPORTUNITY

### Position: BUILDING INSPECTOR

#### Responsibilities:

- Review building permits, lease agreements, deeds, and other relevant documents.
- Collect plot plans from loans department and undertake review of such plans to ensure compliance with loan requirements.
- Review and examine blueprints and specifications submitted by customers for new houses.
- Design plan of action for construction activities in consultation with customers and contractors.
- Review and process building material specifications, invoices, and labor cost.
- Inspect finished houses to ensure compliance with proper usage of funds and regulations governing construction.
- Maintain daily log of construction and inspection activities.
- Collect, organize, and maintain reference materials essential to perform inspection work.
- Keep management informed of inspection area activities and of any significant problems.
- Inspect structure of existing houses to determine repair or renovation work and perform corresponding cost estimates.
- Basic knowledge of “Auto-Cad” and working knowledge of traditional drafting methods.
- Assume any other duties as assigned by Inspection Supervisor/Manager.

#### QUALIFICATIONS

**Education/experience:** Associates of Arts Degree in Drafting or equivalent with one to two (1-2) years of relevant experience.

#### Skills/Abilities:

Good drafting and drawing skills.  
Good interviewing, communication, and public relations skills.  
Professional appearance and attitude.  
Good knowledge of building codes.  
Ability to operate design related computer applications, and other business equipment including calculators, typewrites, printer, and telephone.  
Must be organized and able to multi-task  
Strong analytical skills  
Must have a current driver’s license

Please submit a DBAS application  
our Development Bank Office  
Pago Pago. **Deadline: Friday, July**



([www.dbas.as](http://www.dbas.as)) with your resume to  
Building located on the 2<sup>nd</sup> floor in  
**13, 2018.**