



DEVELOPMENT BANK OF AMERICAN SAMOA  
P.O. Box 9 Pago Pago, AS 96799 (684) 633-4031

## **EMPLOYMENT OPPORTUNITY**

### **Position: Building Inspector**

#### **Responsibilities:**

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

#### **Minimum Qualifications**

- Associates of Arts Degree in Drafting or equivalent with one to two (1-2) years of relevant experience.
- Good drafting and drawing skills, and knowledge of building codes.
- Good interviewing, communication, and public relations skills.
- Must be organized and be able to be multi-tasking
- Strong analytical skills
- Must have a valid driver's license

**Applications available on the second floor of Development Bank Building located in Pago Pago. Please submit Completed Application at the Development Bank Office.**

**Deadline to apply: March 5<sup>th</sup>, 2021**