

DEVELOPMENT BANK OF AMERICAN SAMOA

POSITION DESCRIPTION

POSITION TITLE: ARPA Building Inspector **DEPARTMENT:** Building Inspections

PRIMARY RESPONSIBILITIES AND BASIC DUTIES

1. Review building permits, land use permits, lease agreements, deeds, and other relevant documents for DBAS MAOTA Affordable Loan Project (MALP) construction project.
 2. Collect plot plans from the President’s Office and undertake review and verification of such plans by site inspectors to ensure compliance with loan and mortgage requirements.
 3. Conduct field inspections of proposed construction site for mortgage purposes and submit site inspection reports to the Project Manager of DBAS MALP.
 4. Inspect structure of existing houses to determine repair/renovation work and prepare an interior layout with cost estimates.
 5. Review, print, and examine blueprints and specifications for DBAS MALP new construction project(s).
 6. Execute Scope of Work (SOW) for DBAS MALP new construction and renovation projects.
 7. Implement Plan of Action for construction activities in consultation with homeowners and contractors.
 8. Prepare and present Construction Contract relevant to the blueprints (new construction) and SOW (renovation work).
 9. Review and process building material specifications, invoices, and labor cost.
 10. Inspect completed projects to ensure compliance with proper usage of funds and regulations governing construction.
 11. Maintain daily log of construction and inspection activities.
 12. Collect, organize, and maintain reference materials essential to perform inspection work.
 13. Assist the Project Manager in training and cross-training of Building Inspector trainee staff.
 14. Inform Project Manager of inspection area activities and of any significant problems.
 15. Assume any other duties as assigned by the Project Manager and the President.
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QUALIFICATIONS

EDUCATION/EXPERIENCE: Associate degree in Drafting or equivalent with one to two (1-2) years of relevant experience.

SKILLS/ABILITIES: Good drafting skills with AutoCAD and knowledge of American Samoa building codes. Excellent interviewing, communication, and Public relations skills. Professional appearance and attitude
Must be organized and be able to multi-task. Strong analytical skills
Must have a valid driver’s license.

OPEN UNTIL FILLED