



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

Position: Building Inspector Supervisor

Responsibilities:

1. Supervise Inspection Department in accordance with bank policies and procedures.
2. Assist the Loan Manager in developing and implementing operational goals and operating plans for the Inspection Department to further bank's strategic objectives.
3. Assist in developing department policies and procedures and periodic reviews of existing policies and procedures to ensure maximum efficiency and service delivery.
4. Prepare reports of cost estimates to outside clients such as insurance firms, lending agencies, courts, and attorneys.
5. Approve blueprints upon satisfactory fulfillments of all loan conditions.
6. Able to draw, print, edit or modify drawings using AutoCAD software.
7. Prepare appraisal reports for property as requested by the Loan Department
8. Recommend approval or denial of materials in purchase orders for new houses.
9. Review and analyze appraisals performed by other outside parties.
10. VA appraisals
11. Prepare architectural drawings for customer, retainer walls, etc.
12. Review site and plot plans.
13. Review chattel mortgages and inspect premises for reports itemizing and photographing collateralized items.
14. Assist in preparation of the budget for Inspection Department as per the DBAS budget guidelines.
15. Recommend training programs for staff on a regular basis to upgrade their skills and knowledge.
16. Good drafting skills.
17. Able to read approved Blueprints.

Minimum Qualifications

- Bachelor's degree in architecture or Building Technology or AutoCAD Degree/Certificate with equivalent of five to seven (5-7) years of relevant experience.
- Good leadership and management skills.
- Good drafting and drawing skills.
- Excellent interviewing, communication, and public relations skills.
- Professional appearance and attitude.
- Thorough knowledge of building codes.
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- Ability to operate design related computer applications, and other business equipment including calculators, typewriters, printer, and telephone.
- Ability to assist, direct, and coordinate others.
- Must be organized and be able to multi-tasking.
- Strong analytical skills
- Must have a current driver's license.

Applications available on the second floor of Development Bank Building located in Pago Pago. If you are interested, please submit a completed application at the Development Bank Office. Deadline to apply: Open until filled.