

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PABLO MT 59855
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Building Inspector

LOCATION: Salish Kootenai Housing Authority—Pablo, MT.

SALARY: \$20.15 to \$23.16 per hour

CLOSING DATE: Monday, September 14, 2026 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and complete a mandatory six (6) month probationary period.**

- This position is an integral part of the Maintenance Department and is responsible for inspections, ensuring that they are completed in a timely and accurate manner. Position will exercise good judgment and have responsibility for results. Position will be responsible for direction and guidance for workers assigned to his supervision. Work activities include but are not limited to the following:
- Inspector is responsible to determine scope of repairs needed on projects and completes write up of work order and prepares an estimate. The inspector escorts contractors to view homes needing repairs, answering questions onsite so that contractors can submit bids for the project. The inspector is responsible to open bids in compliance with Salish Kootenai Housing Authority procedures and determines low bidder.
- The Inspector monitors contractors working on projects to insure compliance of work specifications. Determines necessary change orders identified during construction projects. Supervises contractors for compliance of bid documents and makes daily reports of work in progress identifying all contractors, sub-contractors and employees on site. Also keeps a daily record of hours on the site, weather conditions, visiting officials and jurisdictions, daily activities, decisions, observations in general and specific observations in more detail in the case of observing test procedures.
- Inspector performs onsite inspections for the quality of building materials, workmanship and compliance with established scope of work for construction and repairs to homes under the management of the Salish Kootenai Housing Authority. Monitors all phases of construction and enforces safety measures. Inspector performs final inspection to determine satisfactory completion of job. Approves completed project, submitting final documents to appropriate staff for payment. Assist contractors in understanding intent of contract documents. Considers and evaluates suggestions or recommendations which may be submitted by contractor for review and furnish recommendations to the Building Inspector Foreman for review.

- Inspector will perform pre and post energy audits on existing homes. Input findings into technical computer and interpret printouts. Keep up to date with any new data and statistics that need to be input into the system.
- Inspector performs scheduled annual inspections on rental units both interior and exterior. List any repairs and/or maintenance needs found from annual inspection reports, identify lease violations and notify Building Inspector Forman of findings.

MINIMUM QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION)

Training and Experience – Must have five years' experience in construction field, read blueprints, specifications, building codes and interpret them. Computer skills in Word and Excel.

- **Knowledge** – Must have a broad knowledge of carpentry, plumbing, painting and electrical expertise, record keeping, all phases of construction and building terms, and proper use of Personnel Protective Equipment, cleaning and storing. Must also have knowledge of home weatherization practices, R-value properties pertaining to building materials, carbon monoxide testing, and gain knowledge of how to run up to date testing tools.
- **Skills** – Skill in job estimates, written and oral skills, computer skills, operation of various construction tools and equipment, interpreting specification sheets and determine quality of work completed on all phases of construction. Skills in adjusting work flow to meet deadlines and keeping accurate records.
- **Abilities** – Ability to use code books, IRC, IBC and NEC, must be able to understand contract documents. Must have the ability to communicate with homeowners and contractors, monitor construction progress, direct and supervise work of others, and ability to interpret local, state and federal codes.
- **Necessary Special Requirements** – Must have a current, valid Montana Driver's license and be willing to travel out of area for training when needed. Must have had no alcohol related convictions in the last three years. The inspector will be required to obtain one IRC certification within the first year of employment with the balance of 3 certifications within 36 months, must complete courses to become a certified renovator and asbestos inspector within the first year.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request position description for detailed desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript
3. Copy of current valid driver's license
4. If Applicable - Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1040 or personnel@cslt.org

FOR MORE INFORMATION: Contact Sid Shourds, Maintenance Manager at 406-675-2700 Ext. #1556.