

**Job Title: Project Compliance Officer**

**Supervisor: To Be Determined**

**Hours: Hours will vary depending on the progress made with project.**

**Job Summary:**

The Project Compliance Officer reports to (TBD) and shall assist with the on-site supervision of the overall activities of new construction, modernizing single family dwelling units, tax credit and other types of construction specifically related to HUD Housing. The responsibility shall be consistent with applicable Samish Indian Nation Housing Policies, Native American Home Assistance Self Determination Act (NAHASDA) Regulations, Federal requirements, and Tribal ordinance. Meet with construction inspector to discuss plans, crew and/or schedules, and inspection process and workforce requirements.

**Responsibilities:**

1. The Project Compliance Officer shall be knowledgeable in the administration of professional and technical contracts (general construction contracts, architect, and engineer contracts and supply contracts.) Monitoring of progress in accordance with construction schedule of completion; having on file a contract registers for each contract and approval for request for payment.
2. Coordinate with Tribal, Federal, and State departments, as appropriate, for all permits and employment issues. Ensure compliance with Samish Indian Nation internal controls and other policies governing administrative and procurement matters.
3. Displays a positive attitude and maintains a cooperative working relationship with others including subordinate, immediate supervisor, managers, other employees, and the Senior Management Team. Performs all duties and responsibilities in a

timely and efficient manner according to established schedules, procedures, and policies. Demonstrate good judgement and report any potential problems to his/her immediate Supervisor.

4. Oversees inspection process and construction inspecting process of all houses, and ensure they are consistent with applicable policies, NAHASDA Regulations, Federal requirements.
5. Examines and inspects plans and specifications of residential/buildings for proper use of materials and compliance with international Building and Construction codes and standards.
6. Assist in the inspection of the structural parts such as foundation, floors, ceilings, roofs, plaster and masonry of residential/commercial buildings and associated structures by visual observation, measurement, and testing.
7. Plan inspections and obtain construction permits from local authorities. Inspects heating, ventilation, air conditioning, and refrigeration installations, parts and equipment of buildings and associated structures.
8. Inspects residential/commercial building electrical installations and materials such as electrical circuits and conduits by visual observation.
9. Issues notices of correction for buildings not in compliance with County codes and recommends methods of correction.
10. Implement safety and quality guidelines, to ensure job side remains in compliance with safety, health, and quality standards. Keep track of material stock and orders.
11. Resolve on-site issues and emergencies when they arise.
12. Writes summaries of residential/building conditions, action taken, and other pertinent information for the Housing Director and Senior Management Team. Writes weekly reports of onsite job activities.

13. Testing and maintaining equipment used in residential/building inspection, keep current on existing building codes.
14. Reviews proposed construction plans and layouts of residential and commercial to ensure compliance with scope of work, local, state, national codes and standards, installation and use of materials to include inventory checks regularly.

**Requirements:**

1. Bachelor's Degree in construction management or similar field or equivalent field experience.
2. Valid driver's License is required and must be maintained to drive Samish Indian Nation vehicles.
3. Requires using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusion, or approaches to problems.
4. Requires performing addition, subtraction, multiplication, and division, may calculate ratios, rates, and percentages.
5. Requires reading technical instructions, procedure manuals and charts to solve practical problems, composing routine or specialized reports, forms, or business letters.
6. Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate staff in the decision-making process; makes timely decisions.
7. Be adaptable to high level stress situations that may occur and have solutions to situation that may arise.