



**TSUUT'INA DEVELOPMENT AUTHORITY**  
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# EMPLOYMENT OPPORTUNITY

## **\*\*Site Inspector\*\***

**REF#786**

**Title:** Site Inspector  
**Department:** Tsuut'ina Development Authority  
**Reports to:** Operations Director  
**Designation:** Full-Time  
**Vacancies:** One (1)

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### **JOB SUMMARY**

The Site Inspector will oversee and manage all inspection activities related to development permits and construction projects managed by the Tsuut'ina Development Authority (TDA). The Site Inspector will work both in the field and within an office environment, with regular travel to construction sites. This role requires a highly experienced and detail-oriented individual with strong leadership skills and a thorough understanding of construction and development regulations.

### **DUTIES AND RESPONSIBILITIES:**

- *Development Permit Inspection* – manage and conduct inspections for development permits. Review and approve inspection reports and documentation. Coordinate with developers, contractors, and other stakeholders to address any issues or discrepancies. Attend meetings that pertain to the TDA Development Permit Process. Assist in managing the status of TDA Development Permit applications.
- *Construction Activity Monitoring* – monitor all construction activities managed by the TDA. Provide detailed reports on construction progress, quality, and compliance. Identify and address any potential safety or compliance issues on-site.
- *Leadership and Supervision* – lead and supervise a team of inspectors. Conduct training and development programs for inspection staff. Ensure that all inspection activities are carried out efficiently and effectively.
- *Compliance and Reporting* – ensure that all inspection activities comply with local, provincial, and federal regulations. Prepare and submit comprehensive reports to the Operations Director and other relevant authorities. Maintain accurate records of all inspections and related activities.
- *Stakeholder Communication* – serve as the primary point of contact for inspection-related inquiries and issues. Communicate effectively with developers, contractors, and other

stakeholders to ensure smooth project execution. Address and resolve any conflicts or issues that arise during the inspection process.

- Stay updated on industry best practices and regulatory changes to ensure continuous improvement in inspection processes.
- Perform other tasks as designated by the Operations Director.

#### **QUALIFICATIONS AND SKILLS:**

- Desired Education and Experience:
  - High School Diploma or GED is required.
  - Post-secondary education, or certification in construction management, engineering, or a related field is preferred.
  - Five (5) years of experience in construction inspection or a related field.
- Personal Attributes:
  - Strong knowledge of construction codes, regulations, and standards.
  - Excellent leadership and team management skills.
  - Strong organizational and time management abilities.
  - Effective communication and interpersonal skills.
  - Proficiency in using inspection and reporting software.
  - Ability to work independently and make sound decisions under pressure.
- General Employment Requirements:
  - Valid Driver's License with reliable and insured transportation.
  - Criminal Record Check.
  - Oath of Confidentiality.

#### ***NOTE:***

***Please note that this organization adheres to Sections 1 - 9 of the Aboriginal Employee Preference Policy for selection and displacement.***

**Competition Opens: May 15, 2025**

**Competition Closes: May 28, 2025 @ 11:59 PM MST (Late submissions will not be considered)**

**Please apply in writing, including a resume to:**

Tsuut'ina Nation Human Resources Department  
9911 Chiila Boulevard, Tsuut'ina, Alberta T3T 0E1  
ATTN: Recruitment Officer  
OR Email: [Jobs@tsuutina.com](mailto:Jobs@tsuutina.com)

**Please reference in the subject line: JOB TITLE & REF # or it will NOT be opened.**

We thank all applicants in advance, however, only those chosen with the required qualifications will be contacted for an interview.