



Confederated Tribes of the Chehalis Reservation

JOB DESCRIPTION

Title: Project Manager
Location: Planning Department
Classification: Full time, non-exempt
Department: Buildings and Infrastructure
Supervisor: Buildings and Infrastructure Director
Pay Grade: 27

Job Summary:

Plan, direct, and coordinate the construction of structures, facilities, and related infrastructure. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation. Works closely with the Chehalis Tribal Planning and Buildings and Infrastructure to coordinate and oversee construction projects including minor repairs and new construction.

Job Duties & Responsibilities:

- A. Facilitates tribal construction related projects on government buildings including minor repairs and large capital projects.
- B. Identifies governmental building deficiencies and ensures repairs are made.
- C. Works with Facilities Manager to resolve maintenance issues in a timely manner with minimal disturbance to affected offices.
- D. Works with architects and contractors to develop complete and coordinated plans and specifications.
- E. Schedule the project in logical steps and budget time required to meet deadlines.
- F. Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters, such as work procedures, complaints, or construction problems.
- G. Prepares requests for proposal and conducts all necessary meetings to facilitate hiring construction services.
- H. Negotiate contract revisions, changes and additions to contractual agreements with architects, engineers, consultants, clients, suppliers and subcontractors.
- I. Prepare and submit budget estimates, progress reports, or cost tracking reports.
- J. Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
- K. Reviews, manages and oversees construction activities, including contractor's schedule, RFIs, Submittals, Change Order Requests, and Punch List; monitor construction milestones.
- L. Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
- M. Review projects to monitor compliance with building and safety codes, or other regulations.
- N. Study job specifications to determine appropriate construction methods.
- O. Select, contract, and oversee workers who complete specific pieces of the project, such as painting or plumbing.
- P. Ensure compliance with all permitting and licensing requirements while working closely with the Building Official
- Q. Creation of daily activity reports, field note records and other on-site communication.
- R. Safely use equipment such as lift truck to perform work functions.
- S. Properly use personal protective equipment and follow all safety regulations.

T. Performs related work as required.

U. May be assigned duties under the Chehalis Tribal Emergency Management Plan and Program.

Supervision:

- A. **Supervision Received:** Performs work independently under the general supervision of the Buildings and Infrastructure Director. Must be self-motivated with ability to work without direct supervision.
- B. **Supervisory Responsibilities:** May oversee workers who complete specific pieces of the project.

Minimum Qualifications:

- A. **Education & Experience:** Higher education or certification in related field preferred. High School diploma or GED equivalent required. At least seven (7) years' directly related experience in construction including give (5) years' experience in construction management and two (2) years' experience in project management required. AutoCAD and architectural design/drafting experience preferred. Prefer experience with American Indian/Alaska Native communities.
- B. **Skills & Abilities:**
 1. **Language Skills:** Ability to communicate effectively, both verbally and in writing. Ability to establish and maintain effective working relationships with the public, related agency officials, contractors, community leaders and employees. Ability to prepare clearly written reports and documents and make effective verbal presentations of recommendations and reports.
 2. **Mathematical Skills:** Ability to complete accurate mathematical calculations as required.
 3. **Office Skills:** Ability to use personal computer (MS Office), typewriters, printer, adding machine and/or calculator, copy machine, camera and telephone with minimal errors. Must be able to use custom databases and software with minimal training.
 4. **Reasoning Ability:** Exercise a high degree of sound and professional judgment. Ability to solve practical problems and deal with a variety of concrete variables in situations. Ability to learn and apply new information. Ability to accept responsibility, acknowledge mistakes and share successes.
 5. **Interpersonal Skills:** Work effectively as an individual and team members. Interact and work with others appropriately and effectively in a tribal environment. Be dependable. Maintain composure and perform effectively in stressful situations. Provide effective and efficient services with courtesy, responsiveness and competence. Ability to adapt to changes in work conditions.
 6. **Physical Demands:** Work involves the use of hands and arms to operate tools and equipment and the use of speech and hearing to communicate with contractors, vendors and staff. Vision abilities include color vision, close vision, depth perception and ability to adjust focus. Work involves routine walking, standing and bending. Ability to push, pull, lift and/or carry objects weighing up to 50 pounds and occasionally push, pull, or otherwise maneuver objects weighing up to 100 pounds. The noise level in the work environment is usually moderately quiet. Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch and/or crawl under buildings and in attics.
 7. **Environmental Hazards:** Exposure to fumes or airborne particles and toxic or caustic chemicals may be present. May work with chemicals and must be able to properly dilute, use, and ensure their safety, as well as others who come in contact with chemicals. Ability to perform duties both outside and inside in varying conditions including extreme heat, extreme cold and wet and/or humid, etc. Must work within safety guidelines with equipment and chemicals.
 8. **Job Skills:** Knowledge of building codes and standards of practice. Knowledge of construction materials and methods. Skill in reading and interpreting plans and specifications and compare

them with construction progress. Basic knowledge of Building Codes, principles of structural design, accepted safety standards and methods of construction for commercial and residential building, plans examination and review procedures, general principles of zoning and land use.

C. Additional Requirements:

1. Possess a valid Washington State Driver's License with an acceptable driving record and proof of liability insurance.
2. Be able to safely operate a motor vehicle.
3. Successfully pass pre-employment drug screen.
4. Successfully complete a Criminal Background Check. The following will disqualify any applicant from consideration:
 - a. Any felony conviction.
 - b. Any domestic violence violations, convictions, or restraints.
 - c. Any violations, conviction or restraints for actions made against children or vulnerable adults.
 - d. Any false or untrue statements, or material omissions in the application and related paperwork or during the selection process.
5. Maintain any training and credential requirements as per policy and procedure.
6. Complete CPR/First Aid certification within 3 months of hire.
7. Submit to and pass a TB test.
8. Must be bondable.
9. Must be able to work various hours and days.

TRIBAL EMPLOYMENT PREFERENCE

The Confederated Tribes of the Chehalis Reservation apply a Chehalis Tribal Member and Native American preference policy to all employment opportunities.

Approvals:

Director:	<u><i>Munich Proctor</i></u>	Date:	<u>6/12/18</u>
Human Resources:	<u><i>Stephanie Kishner</i></u>	Date:	<u>6/12/18</u>
General Manager:	<u><i>[Signature]</i></u>	Date:	<u>6/12/18</u>
Business Committee:	<u><i>[Signature]</i></u>	Date:	<u>6.12.18</u>