



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

JOB DESCRIPTION

Construction Manager

SALARY: DOE

CLOSES: May 1, 2017

Job Summary:

Under direction of the Tribal Engineer, manages, directs and controls assigned capital improvement projects and contracts. Manages the advertisement, bid and award of capital improvement projects; administers contracts and field inspection on Swinomish Indian Tribal Community (SITC) capital projects; monitors contractor activities to ensure construction is in accordance with SITC, and Federal standards, codes, guidelines and laws; and prepares, monitors and tracks project budgets.

Examples of Work Performed:

- Manages assigned capital improvement projects
- Plans, develops and prepares designs drawings, specifications and cost estimates for utility, street, facilities and other public works projects
- Manages consultants who provide professional services to design and prepare contract drawings and specifications
- Performs quality assurance reviews of consultant deliverables
- Coordinates project improvements with SITC departments, private utilities, other public agencies, and citizens; prepares and secures necessary easements for project construction
- Proposes alternate construction methods or materials to reduce project costs
- Performs constructability reviews of plans and specifications to reduce costs and avoid conflicts or changes during construction
- Manages the advertisement, bid and award of capital improvement projects and prepares advertisement notices and responses to bidder questions
- Reviews and analyzes bid documents for compliance with SITC, State and Federal requirements and prepares award recommendation
- Oversees the execution and processing of construction contract documents
- Performs the construction management of assigned capital improvement projects; implements the contract; maintains project filing system and follows related SITC, State and Federal standards, policies, guidelines and laws
- Reviews and approves contractor submittals; review and respond to requests for information

- Performs field inspections and prepares daily inspection reports, calculates and prepares field note records of contractor quantities and materials installed in the field, takes and files daily photos of assigned projects, and monitors contractor operations and traffic control to ensure a safe work area
- Prepares and calculates progress pay estimates for contractor payments
- Negotiates and prepares change orders and field change directives
- Responds promptly to public questions and concerns; attends, runs and/or coordinates associated meetings and interacts with other public agencies
- Manages and tracks the close-out phase of construction contracts and the documentation required for final project approval
- Prepares and manages consultant contracts, develops and prepares Request for Qualifications and reviews and evaluates statements of qualifications
- Reviews and approves fee sheets, scopes, invoices, and checks consultant drawings specifications and estimates for accuracy and quality; monitors consultant progress and invoices to approved schedules
- Develops, prepares and monitors project budget; reviews and tracks project expenditures and prepares reports on cost overruns or budget amendments
- Prepares SITC, State and Federal documents for administration of grants and loans
- Regular attendance and ability to work scheduled hours
- Perform other duties as assigned

Knowledge, Skills and Abilities:

- Engineering principles, practices and standards
- Design and construction principles and methods
- Construction observation techniques and field construction, including field measurement and inspection methods, procedures, and materials
- SITC standards, codes and regulations and related State and Federal laws
- Administration principles and practices of construction and consultant contracts
- Engineering mathematics, standards, practices, and principles
- Engineering calculators and programs
- Technical aspects of field of specialty
- Reading, interpreting and understanding civil design drawings, schematics and other related maps and drawings
- Applicable laws, regulations and codes
- Interpersonal skills using tact, patience and courtesy
- Structure, organization and interrelationships of SITC departments, agencies and related governmental agencies and offices affecting assigned functions
- Effective oral and written communication principles and practices to include public relations and public speaking
- Project management techniques and principles
- Research methods and report preparation and presentation
- Modern office procedures, methods, and equipment including computers and computer applications, including word processing, spreadsheets and statistical databases

- English usage, spelling, grammar, and punctuation

Skills and Abilities:

- Planning, developing and preparing construction contract documents for utility, street, signal, and public works building and facilities projects
- Understanding and interpreting codes and specifications
- Meeting schedules and timelines
- Reading, interpreting and understanding specifications, drawings and field surveys
- Planning workload and prioritizing and scheduling work using Microsoft Project
- Representing the SITC effectively at public meetings and work with the public
- Interpreting, applying and explaining rules, regulations, policies, and procedures
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups, and the general public
- Applying project management techniques and principles
- Directing the maintenance of a variety of assigned reports and files and preparing, maintaining and reviewing both narrative and statistical reports
- Determining or assisting with project budgets, resources, and timelines to complete projects from conceptualization to finish
- Communicating effectively, verbally and in writing, including public relations and public speaking

Qualifications:

- Engineer-in-Training certificate or Project Management Professional certificate preferred
- Bachelor's Degree in Engineering, Construction Management, or related field; and
- Five years of general public works or construction related technical support work that includes three years of experience managing or inspecting construction of utilities, streets and facilities; or
- Any equivalent combination of education and experience which provides the applicant with knowledge, skills and abilities required to perform the job.

Other Duties

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Working Conditions

The working conditions described herein are representative of those that must be met by an employee to successfully perform the essential duties of this class. The employee is continuously required to hear. The employee is frequently required to sit, stand, walk, and

talk. The employee is occasionally required to drive a motor vehicle, reach with hands and arms and use hands to finger, handle or feel objects, tools or controls. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The noise level in the work environment is usually moderate.

Employment Conditions:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.
INDIAN PREFERENCE APPLIES TO THIS RECRUITMENT

APPLICATION INSTRUCTIONS

- Download an Application at <http://www.swinomish-nsn.gov/resources/human-resources.aspx> or request an **Application Packet** by calling (360) 466-1216, (360) 466-7353 or e-mail to aidwards@swinomish.nsn.us or gcerrillo@swinomish.nsn.us
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; **do not write, “see resume on the application”**.
- **Return the application, along with the cover letter and resume to Gissela Cerrillo, Human Resources, by 5:00pm on 05/01/2017**

**Swinomish Tribal Community
Human Resource Office
11404 Moorage Way
La Conner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.