

## **POSITION DESCRIPTION**

**Title:** Construction/Maintenance Director

**Reports To:** Chairman

**Supervises:** Maintenance/Motorpool Supervisor

**Location:** Happy Camp, California

**Salary:** \$50,000 to \$60,000, depending on experience

**Summary:** The Construction/Maintenance Director shall be responsible for oversight and administration for all construction activities including new construction, site planning, infrastructure development, Tribal Roads construction and contract monitoring. Shall provide oversight for all Maintenance and Motorpool projects and activities.

**Classification:** Full Time, Regular, Non-Entry Level, Exempt

**Responsibilities:**

1. Shall manage construction projects and grants in accordance with all applicable Federal, State, Local and Tribal laws.
2. Shall coordinate project requirements with various government agencies, utility companies, and Tribal programs.
3. Shall oversee Tribal Roads construction.
4. Shall oversee Maintenance and Motorpool projects and activities.
5. Shall ensure compliance to contract documents with Contractor, Architect, and Inspector.
6. Shall assist with the resolution of problems which arise during the course of a project and recommend solutions.
7. Shall work with Director of Administrative Programs and Compliance on the legal sufficiency and adequacy of contractual documents.
8. Shall determine the most efficient and practical methods of contracting.
9. Shall evaluate qualifications of those proposing to contract services.
10. Shall issue changes in bidding documents, evaluate bids and proposals, investigate protests and complaints, and evaluate performance of contractors.
11. Shall regularly visit project sites to monitor progress, and implements procedures to ensure compliance to specifications and industry standards.
12. Shall be responsible for providing information to the Department of Natural Resources regarding construction activities taking place within the aboriginal territory that may potentially impact culturally sensitive areas and/ or cultural resources.

13. Shall be responsible for overseeing and preparing documentation related to project management, including but not limited to; progress schedules, payment schedules, periodic estimates for partial payments, claims change orders, proceed orders, time extensions, assessment of liquidated damages, fact finding, inspection reports, and subcontractor approval.
14. Shall serve as Building Inspector to maintain quality of work.
15. Shall be responsible for adhering to approved budgets, as approved by the Program Administration and Tribal Council.
16. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
17. Other job related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. One year certificate from college or technical school or five years related experience and/or training (including course work) in the area of construction, civil engineering, or architecture, or equivalent combination of education and experience. Background in general contracting and/or construction inspection is preferred.
2. Must possess supervisory experience.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must adhere to confidentiality policy.
5. Must successfully pass a drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Council Approved: May 27, 2004/Revised August 17, 2005**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_