



THE COQUILLE INDIAN TRIBE

Job Title: Design and Construction Manager
Department: Operations
Reports to: Operations Director
FLSA Status: Exempt – Full-Time
Salary Grade: \$29.55-\$44.33
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Operations Director, the Design & Construction Manager will act as Owner Representative with direct accountability for project delivery of simple to complex construction project(s) on behalf of the Tribe. The person in this role will oversee the Tribe's capital improvement program and projects and deferred maintenance program and projects. This role will also be responsible to supervise inspection staff and/or contractors as well as coordinate with design staff and/or contractors. Depending on staffing and business needs, the position may oversee design, construction or both.

Construction Project Manager will also coordinate with the Facilities Maintenance Superintendent on projects, project management, contract management, quality control, development and implementation of goals, objectives, policies, and priorities for the Operations department. This position will assist in the development and administration of their assigned program budget.

DUTIES AND RESPONSIBILITIES

1. Monitor, inspect, assist and manage contractor(s) and architect(s) progress at all stages of projects.
2. Ensure compliance with health and safety policies and procedures.
3. Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
4. Identifies opportunities for improving service delivery methods.
5. Exercises supervision and overall personnel management of all assigned staff, including assigning and scheduling work, establishing work priorities, evaluating performance, training, selection and discipline; motivates and supports assigned personnel, and oversees contract employees.
6. Participates in the development and administration of assigned program budget(s); forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.
7. Oversees assigned services and activities related to the management of capital improvement projects. This includes assisting with preliminary engineering, specifications and special provisions, bid, construction engineering, and related functions and professional contracts. Works with staff and contractors to ensure completion of projects within budgetary, regulatory, and time constraints.

8. Coordinates preliminary engineering and construction activities with other departments, outside agencies, and organizations; resolves sensitive and controversial issues.
9. Directs and reviews project work-plan for design, construction and inspection services and activities.
10. Oversees, supervises, and coordinates the management of design and construction stages of projects, including capital improvement projects.
11. Advise and consult with other departments as needed with plans, designs and maintenance of various ongoing projects including capital campaigns and grant applications.
12. Assure that all environmental concerns including environmental assessments are addressed in the projects.
13. Assist the Operations director and Maintenance Superintendent with the creation/updating of a Capital Improvement plan, including a plan to address regular and deferred maintenance needs for all Tribal properties and facilities under the Operations department.
14. Assist the Operations Director and Maintenance Superintendent with the creation and implementation of training and safety programs and policies.
15. Oversee project administrative processes and maintain accurate project documentation files in a timely manner.
16. Attend and report to Tribal Council Meetings as assigned by the Operations Director.
17. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

The physical ability to stand, sit or walk frequently. Constantly requires the ability to receive detailed information through oral communication, and to make fine distinctions in sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly. The physical ability to drive vehicles, with either standard or automatic transmissions. The physical ability to use both hands for frequent fingering and frequent simple grasping. The physical ability to frequently carry up to and including 50 pounds of weight in various weather conditions and across various surfaces. The physical ability to rarely carry over 25 pounds of weight for distances up to 50 feet in various weather conditions and across various surfaces. The physical ability to occasionally lift up to and including 75 pounds of weight between the floor and the waist. The physical ability to work outdoors in all temperatures and weather conditions. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building, and cooperative problem solving. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
2. Knowledge of construction principles, methods, standards and techniques associated with the scope of work of a recognized profession, such as:
 - a. Principles, practices and techniques of construction/project management.
 - b. General construction principles and practices. Principles and practices used in the planning, design, inspection,
 - c. Contract administration principles and practices.
 - d. Principles and practices of program development and administration.
 - e. Principles of supervision, training, and performance evaluation.
 - f. Customer service principles and techniques.

3. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
4. Demonstrated ability to be results driven; making decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
5. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
6. Ability to make decisions independently in accordance with established policy and procedures.
7. Ability to use judgment and discretion in carrying out instructions furnished in written, oral, or diagram form.
8. Practical knowledge of construction methods and techniques
9. Ability to read and interpret maps, aerial photos, property descriptions, charts, diagrams and graphs.
10. Ability to read and understand technical documents and manuals, as well as the ability to write such documents for use by others.
11. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
12. Ability to maintain effective working relationships with outside governmental officials, administrative and granting agencies.
13. Ability to remain unbiased when working with diverse interests.
14. Ability to think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and develop strategies to facilitate change.
15. Able to use judgment and discretion in interpreting complex guidelines, ordinances, etc. in light of the issue at hand.

REQUIRED QUALIFICATIONS

- A. Graduation from high school or GED and Four (4) years of construction management, personnel supervision in a managerial capacity, design management or a closely related field and leadership experience to perform the job effectively
- B. Graduation from an accredited college or university with a degree in Engineering or Construction Management preferred
- C. Possession of licenses and/or certifications associated with the assignment, such as:
 1. Registered Professional Engineer in the State of Oregon, desirable.
 2. Project Management Professional (PMP) certification, desirable.
- D. General knowledge of soils mechanics, hydraulics, theory of structures; strength of materials, engineering geology, and surveying together with relevant experience in construction methods and techniques in accomplishing assignments.
- E. Ability to read and understand architectural drawings, leases, contracts, and construction practices.
- F. Familiarity with construction best practices, general building codes, and various building types and systems.
- G. Ability to calculate complex figures. Ability to forecast and prepare budgets. Conducts financial/business analysis including the preparation of reports.
- H. Ability to solve advanced problems and deal with a variety of options in complex situations. Draws upon the analysis of others and makes recommendations that have a direct impact on the Tribe.
- I. Manage all aspects and details of a job, including ordering materials, scheduling, quality assurance and maintaining deadlines.
- J. Must be versed in negotiation, and capable of successful negotiations with contractors and subcontractors.
- K. Team leadership experience required.
- L. ArcGIS and/or CAD experience a plus.
- M. Current and valid Oregon driver's license in good standing is required with no insurability restrictions from the Tribe's insurance carrier.