

## JOB DESCRIPTION



<b>Job Title:</b>	Project Manager	<b>Reports to:</b>	Chief Operations Officer
<b>Status:</b>	Full Time, Regular	<b>FLSA:</b>	Non-Exempt
<b>Department:</b>	Construction (CIP)	<b>Location:</b>	IRHA Administrative Office / Rural Project Sites
<b>Schedule:</b>	Monday through Friday	<b>Hours:</b>	8 AM to 4:30 PM
<b>EEO-1:</b>	First / Mid-Level Officials and Managers	<b>SOC Code:</b>	11.9021
<b>Approved By:</b>		<b>Date:</b>	

**Job Summary:** Under general direction of the Chief Operations Officer; prepares, coordinates and monitors project schedules, including bid packages and submittal requests. Is responsible for the preparation and/or tracking of; pay requests, drawdown and schedule of values. As well as construction and maintenance production on project sites, (including the logistics of employees, equipment and resources). As a representative of IRHA, interacts with sub-contractors, consultants, and Tribal Councils on projects.

### Essential Functions:

- Interact on-site with architects, engineers, consultant, sub-contractors, and maintenance personnel regarding; project bids, activities, pay requests, and other project matters.
- Develop bid documents and specifications for solicitation of professional services (consultants, architects, engineers) and contractors; prepares draft contracts based on departmental standards for review by Chief Operations Officer. Works closely with the Procurement & Compliance Specialist to secure bids.
- Plan and organize activities pertaining to the construction of structures, facilities and systems respective to projects.
- Assist and provide support to the Chief Operations Officer.
- Confer with the Construction Foreman, Sub-Contractors, Consultants, Tribal Councils, and project staff to discuss and resolve field procedures, complaints, and concerns.
- Work closely with on-site Foreman on issues that may arise on various projects, report issues to the Chief Operations Officer for resolution.
- Maintain, organize and ensure record keeping processes are in order.
- Oversee work progress, equipment, and construction sites to verify safety and ensure that project specifications are met.
- Schedule projects in logical steps and budget time required to meet the goals and project/contract deadlines.
- Inspect and review projects to monitor compliance with environmental and safety and other related regulations.
- Interpret specifications and explain plans and appropriate construction methods to workers.
- Obtain or ensure the acquisition and compliance of all necessary permits and licenses, as required for the project.
- Review cost reports, bring variances to Chief Operations Officer's attention, and initiate action to correct cost and/or completion overruns.
- Ensure that invoices are coded correctly and are submitted in a timely fashion.
- Attend special events and conferences when appropriate.
- Provide a written monthly construction report to Chief Operations Officer and Chief Executive Officer (CEO) for presentation at Board meetings.
- Monitor contractor performance; insure adherence to terms and conditions of agreements.
- Coordinate construction efforts through in-house and contract labor.
- Assist the Chief Operations Officer and Construction Coordinator with scheduling of training for the construction staff.
- Assist in communicating, distributing and implementing new standardized forms/systems and update field policies and procedures to improve project operations for compliance with regulations.
- Assist with the planning and tracking of construction site activities using estimating and scheduling

- software. Attend internal and external meetings on construction project activities.
- Assist Construction Coordinator with organizing and maintaining all capital improvement projects (CIP) lists and files for accurate and timely development of projects.
  - Assist with providing documentation for contracts and grants as required.
  - Assist in the preparation, reviewing and monitoring of constructions budgets, utilizing the Construction Specifications Institute [CSI] system of project work coding.
  - Provide assistance and follow through on completion of work orders, invoices, and purchase orders to ensure compliance prior to submitting to Finance for payment.
  - Attend meetings, conferences, trainings, and events as designated by the Chief Operations Officer or CEO.
  - Provide technical assistance and advice to executive management and department heads related to construction projects and activities, as needed.
  - Oversee and indirectly supervise the temporary/seasonal employees as needed, provide training in CSI coding, timesheet preparation, etc. Coordinate and schedule training through/with the supervisors as needed.
  - Work with Construction staff to secure rental agreements, logistics for projects, purchasing of necessary materials.
  - Ability to travel as required

**Knowledge, Skills and Abilities:**

- Exceptional interpersonal, organizational and communication skills, integrity, respect for confidentiality, sound judgment and decision making skills.
- Knowledge of the practical application of construction and technology.
- Knowledge of management principles involved in planning, resource allocation and production methods and the ability to apply that knowledge in overseeing rural construction project activities.
- Knowledge of relevant regulations, policies, procedures, and strategies to ensure environment and safety standards.
- Knowledge of and ability to interpret technical plans, specifications, blueprints and drawings and apply design techniques, tools, and principals involved for production.
- Ability to see and record written data and information and maintain required record keeping functions.
- Ability to communicate information in writing so others will understand.
- Ability to work independently with little supervision.
- Ability to effectively provide guidance and supervision to employees.
- Ability to ensure that proper safety and incident reporting procedures are followed.
- Ability to meet project schedule with dependability and consistency.
- Ability to work with diverse groups and individuals and resolve client issues with tact and courtesy.
- Ability to work long days/hours and in inclement weather conditions.
- Ability and willingness to travel extensively to remote areas, including extended and overnight travel, in performing functions of this position regardless of the time of year.
- Be familiar with specifications, shop drawings, and submittals.
- Excellent reading, writing, communication, analytical and mathematical skills.
- Working knowledge of Microsoft Outlook, Word & Excel and PowerPoint.

**Supervisory Responsibilities:**

Directly supervise the activities of the Construction Coordinator. In the absence of the Chief Operations Officer oversee the Administrative Assistant, Foreman and field staff. Oversees and Coordinates with Sub-Contractors.

**Qualifications:**

- Five years supervisory experience within the construction industry.
- Must possess a valid driver license with a clean driving record that will meet insurance requirements.

**Preferred:**

- Bachelor's degree relevant to construction industry.
- Five or more years of experience as a Superintendent on rural construction projects.

**WORKING ENVIRONMENT:** The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities.

**PHYSICAL DEMANDS:** An individual will be required to work the majority of hours in a general office environment, and will need to be able to quickly respond to a change in work demands. Occasional light lifting (1-25 lbs) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

**REASONABLE ACCOMODATION:** It is IRHA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

**This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.**