

POSITION DESCRIPTION

POSITION:	Project Manager	LICENSED: No
DEPARTMENT:	Bay Mills Public Works	GRADE: 14 DOE
REPORTS TO:	Public Works Director	STATUS: Exempt

POSITION SUMMARY:

The position will work with other members of the Public Works Department to complete various tasks involving tools, equipment, and other applicable work on the job site. This position will serve as a Project Manager, under the supervision of the Public Works Director, and will have supervisory duties for the department. The main three functions of the department include dirt work, carpentry work, and snow removal.

ESSENTIAL FUNCTIONS:

1. Assists the Public Works Director in the development and implementation of Public Works Department goals, objectives, policies, and priorities.
2. Acts as a supervisor for each project team as assigned by the Public Works Director. This will include directing, mentoring, and correcting employees the position is tasked with supervising.
3. Work with the Public Works Director to improve employee morale, improve employee training, and improve employee retention.
4. Work with the Public Works Director to ensure the overall revenue generation and profitability of the Public Works Department to support future projects.
5. Work closely with all subcontractor to ensure delegation of work, scheduling, and coordination of various projects.
6. As a supervisor/manager, one must familiarize him or herself with the Bay Mills Personnel Policies and Procedures handbook to fairly and consistently apply those to all departmental employees.
7. Creates a friendly work atmosphere and communicates an "OPEN DOOR" policy to all employees to resolve employee disputes in a timely manner.
8. Will work independently, or in a group, to complete tasks as needed for projects tasked to this position.
9. Ability to read and interpret plans, instructions, and specifications to execute work activities.
10. Ability to assist with or complete estimates/quotes for materials, tools, equipment, and/or labor that are needed for specific projects. Will ensure that projects stay within budget and are executed to balance profitability and cost-savings.
11. Ability to operate and maneuver heavy equipment, such as a dump truck, loader, skid steer, and other equipment needed to carry out the duties of various projects.
12. Will perform daily safety and maintenance checks while adhering to the routine maintenance schedule for various equipment used on projects.

13. May need to assist others in job completion by performing manual labor such as under brushing, hauling, and clearing brush, digging, shoveling dirt, removing debris, using chain saws or other equipment, and snow removal (plowing, shoveling).
14. Must attend all mandatory training designated by the Human Resources Department and/or Department Director, and will seek out additional training in order to improve skills related to work within the Department.
15. Responsible for arriving at workstation on time and ensuring time efficiency of various projects and project members.
16. Must be able to adhere to confidentiality and discretion as it pertains to this position.
17. Other duties may be assigned within the scope and complexity of this position's essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to walk and stand with occasional sitting. Occasionally, the employee must squat, crawl, crouch, and kneel with frequent bending, climbing, balancing, and push/pulling. The employee is occasionally required to use hands for firm manipulation and reach with hands and arms above shoulder level. The employee is regularly exposed to moving machinery, driving automotive equipment, outdoor working conditions, marked changes in temperature and humidity, dust, fumes, and gases.

POSITION REQUIREMENTS:

1. Must be 18 years of age or older.
2. Minimum of three (3) years of experience in leading, supervising, and managing staff.
3. Minimum of five (5) years of experience operating trucks, front-end loaders, dozers, graders, or other equipment related to expected work, etc.
4. Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
5. Must have experience driving heavy trucks, and be insurable to drive company vehicles and equipment.
6. Minimum of five (5) years of education and/or experience in carpentry required.
7. Must be able to understand complex site or project plans to create project bids for appropriate jobs.
8. Current Michigan Builder's License. Option to obtain within two (2) years may be offered to the appropriate candidate.
9. Knowledge of materials, methods, and tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads desired.
10. Knowledge of water and sewer systems, from a construction perspective.
11. Must be able to work flexible schedules, including nights, holidays, and weekends.
12. Must have an excellent attendance record and past work history.
13. Must possess a personable, customer service attitude along with the organizational ability to handle multiple tasks simultaneously.
14. Must present a well-groomed, professional appearance and speak, understand and write in the English language.

15. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: November 21, 2022 @ 4:30 PM

APPLY TO: Send Resume and Application to:

Anna Carrick; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523

amcarrick@baymills.org

Subject: PW Project Manager

**Applications can be found on the Bay Mills website at
www.baymills.org under the employment section**