

POSITION DESCRIPTION

POSITION:	Construction Manager	LICENSED: No
DEPARTMENT:	Tribal Administration	GRADE: DOE
REPORTS TO:	Tribal Manager	STATUS: Exempt

POSITION SUMMARY:

At the direction of the Tribal Manager, the Construction Manager will provide general oversight of all construction projects for the Bay Mills Indian Community (BMIC, BMBH, and BMGA). The level of this oversight is dependent on the project's needs. Periodic reporting detailing the current status of the various projects is required, in addition to ongoing updates regarding the condition of all building facilities, and associated mechanical systems, within the Bay Mills Indian Community is required. This position will also be responsible for the direct management of the Utility Authority Department, including primary oversight of Public Water/Sewer Systems, and project management for the Public Works Department. This position will also provide consultation on all construction project(s) within the Bay Mills Indian Community. Additionally, this position will provide facilities management for the governmental sector of the Tribe to assure all buildings are exceptionally maintained.

ESSENTIAL FUNCTIONS:

1. Construction Manager will work closely with the Tribal Manager to manage various projects for the Tribe and supervision of the department(s) that are overseen by this position, which includes Public Works and the Utility Authority (water and sewer) departments.
2. This position will be responsible for maintaining the community water distribution system to assure an adequate and safe supply of water as required by the Safe Drinking Water Act.
3. Establishes and maintains a professional, trained, and motivated staff through effective implementation of performance and career-development programs.
4. Reviews work of subordinates periodically for technical adequacy and conformance to rules, policies, procedures, and established goals.
5. As a supervisor/manager, one must familiarize him or herself with the Bay Mills Personnel Policies and Procedures handbook so you can fairly and consistently apply those to all departmental employees.
6. Oversees the development and implementation of an operational budget for department(s) supervised and periodically reviews the expenditures. Will ensure that projects stay within budget and are executed to balance profitability and cost-savings. Monitoring of project budgets is critical; this position will work with Tribal Manager and/or CFO as needed to assure this.
7. Responsible for overseeing multiple projects simultaneously and serving as the worksite representative for dealings with subcontractors, suppliers, customers, and government inspectors. Will also require regular site visits to ensure the quality of work and adherence to construction timelines and respond appropriately to work delays, emergencies, and other issues that may be associated with various projects.
8. Collaborate with Managers and Supervisors of Tribal Government Maintenance and Public Works department to devise and recommend coordination of construction, janitorial and preventive maintenance projects for residential, commercial endeavors, and government operations.

9. Required to be a facilities manager. This includes managing a repository of blueprints, floorplans, engineering designs, environmental assessments, etc. related to governmental facilities.
10. Work collaboratively with Utility Authority and Public Works department to devise and oversee the coordination of construction and maintenance projects for residential, commercial, industrial, and community benefit.
11. Direct and supervise proper preparation of design drawings, specifications, inspection, cost estimates, contractors, architects, and engineers to integrate and coordinate proposed construction planning, organize work programs, and resolve disputes; may participate in survey work.
12. Direct, supervise, and may participate in the survey work, property preparation of design drawings, specifications, inspection, estimated costs, and contracts for Tribal projects such as water and sewer mains, drains, roads, sidewalks, buildings, and recreational facilities.
13. Meet with members and member groups, local, state, and federal officials, and consultants to explain and provide engineering and/or design information relating to construction and maintenance projects, in addition to obtaining any necessary licenses and permits.
14. Submit bi-weekly progress reports to the Tribal Manager on construction projects, development of long and short-range work programs, water and sewer, and other duties as assigned.
15. Monitor and ensure that all construction projects comply with all legal requirements, including safety and building regulations. Will make recommendations to Tribal Manager and Executive Council on building infrastructure codes that could be improved or implemented on behalf of Bay Mills Indian Community.
16. Plan general and specific inspections; arrange for building inspections, and perform inspections as necessary.
17. Identify construction project needs within the community and assist Administration with compiling the information needed for funding requests, including rough sketches and estimates.
18. Similarly, this position should help with long-term planning for roads, infrastructure needs, and any structural maintenance or building.
19. Assists Grants Management and department managers with project financial oversight to ensure projects are within budget and spent out according to the approved budget.

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. Bachelor's degree in Management, Civil Engineering, Construction, Engineering, Utilities, or a related field.
2. Five (5) years of progressive experience with public administration, municipal services, or construction project management. Three (3) years in a supervisory capacity. Less experience may be considered based on the appropriate candidate.
3. Three (3) years of construction experience required. Less experience may be considered based on the appropriate candidate.
4. Certification in Public Water/Sewer Systems required. Option to obtain within six (6) months may be offered to the appropriate candidate.
5. Current Michigan Builder's License. Option to obtain within two (2) years may be offered to the appropriate candidate.

6. Professional certification, such as CCM (certified construction manager), AC (associate constructor), or CPC (certified professional constructor) is strongly desired.
7. Excellent communication skills, writing skills, and budget skills with an ability to read and interpret plans, instructions, and specifications to execute work responsibilities.
8. Must be able to pass a background check to meet the employment eligibility requirements as they pertain to the position.
9. Experience in the building trades, knowledge of code enforcement, and inspection work.
10. Experience in effectively planning, organizing, and directing employees toward desired results.
11. Must have a Valid Michigan Driver's License with an excellent driving record and insurable to drive without restrictions.
12. Must attend all mandatory trainings designated by the Human Resources Department and/or Tribal Manager, and will seek out additional training in order to improve skills related to work within the position functions.
13. Other duties as assigned within the scope and complexity of this position's essential functions.

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

CLOSING DATE: Open Until Filled

APPLY TO: Send Resume and Application to:

Anna Carrick or Renae Wiczorek
Human Resources Generalists
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8500

recruitmentbaymills.org
Subject: Construction Manager

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