



Human Resources Department

Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Project Manager

SALARY RANGE: DOE

DEPARTMENT: IDC

POSITION STATUS: Full Time

PERIOD TO APPLY: 9.8.20-till filled

FLSA STATUS: Exempt

SUPERVISOR: Herman Sanchez

JOB POSTING ID: IDC-200908

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

PROJECT MANAGER

BASIC PURPOSE:

Incumbent will work to create and review detailed cost estimates, schedules, bids and contracts for both new and remodel construction projects. Incumbent will also develop and administer interdisciplinary Gantt charts for each project to ensure accurate and timely completion. Incumbent is responsible for all phases of the projects, as well as determining the Tribe's needs and securing funding to fulfill these needs.

TYPICAL FUNCTIONS:

- Demonstrate proficiency in understanding contracts and plans from Site, Construction, Structural and M.E.P.
- Understand all aspects of the construction process and trades.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Pre-Qualify contractors for the bid process and make recommendations to supervisor.
- Assemble project bid packages and acquire bids for each project.
- Estimate and maintain a master schedule and benchmarks for each project.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Report and update all parties appropriate and escalate communication to other authorities as needed.
- Interact with multiple layers of Tribal Administration and personnel in addition to vendors and contractors.
- Manage multiple resources and disciplines within a given project, adhering to strict timelines and budgets.
- Work with Department Supervisors and be able to communicate detailed needs/expectations between all parties.
- Complete projects on time and on budget
- Manage multiple projects at one time.
- Assist with Capital Improvements in multiple areas if the tribe as needed.
- Recognize and assess risk from due diligence through completion of project.
- Travel to projects on a regular basis.
- Maintain confidentiality and security of administrative and technical information, comply with policy and procedures.
- Attend and satisfactorily complete required training as directed by the supervisor or Human Resources.

- Attend conferences and training as required to maintain proficiency.
- Develop spreadsheets, diagrams and process maps to document needs.
- Other duties as assigned.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**

All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribal policies and procedures relating to equipment, handling, tracking of departmental budgets and grants, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Tribe employees must be competent in working effectively with department members and members of other departments to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Arithmetic & Mathematical Reasoning**

Incumbents in this job use and apply mathematical techniques, processes, and concepts to understand and solve problems. Apply understanding of mathematics, either explicitly or implicitly, to perform advanced computations, apply mathematical processes or utilize tools, analyze problems, identify or specify patterns, and draw conclusions.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Requires the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of how an organization must change in light of internal and external trends and influences and the ability to act upon and energize others towards enacting the vision. Ability to create long- and short-term plans, including setting targets for milestones, adhering to deadlines and allocating resources.

MINIMUM QUALIFICATIONS:

- Bachelor's in Construction Management; AND a minimum of five (5) years in related field with preference towards work with Tribal Government; or an equivalent combination of education and experience.
- Must be highly organized, detailed oriented self-starter with strong leadership skills, a strong work ethic and exceptional problem solving and analytical skills.
- Experience preparing technical reports, grant writing, quality assurance documents and creating and managing budgets.
 - Must be proficient in reading blueprints and diagrams.
 - Advanced knowledge of safety and OSHA regulations.
 - Advanced knowledge of MS Office including: Word, Excel, Outlook, Project as well as CAD programs.
 - Certification in Project Management Professional (PMP) or International Project Management Association (IPMA) on is a plus,
- Must be able to satisfactorily pass a background check.
- Must be able to lift a minimum of 50 pounds on a regular basis and sustain prolonged walking and standing.
 - Extended working hours, including evenings, weekends, and holidays may be required.
- Must possess a valid driver's license and must be insurable through the Santo Domingo Tribe's liability insurance plan.

HOW TO APPLY:

Please submit complete application:

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Project Manager– [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Resume and Cover Letter not required but accepted.