



Human Resources Department

Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Construction Project Manager

SALARY RANGE: \$62,400-\$72,800 DOE

DEPARTMENT: Projects & Facilities

POSITION STATUS: Full Time, Exempt

SUPERVISOR: Projects & Facilities Director

JOB POSTING ID: 23115

Period to apply: 5/11/23-5/26/23

of Positions: 1

Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, national origin, sexual orientation, marital status, service in the military or any other status protected by applicable law, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbent must be able to work independently. Works closely and is under the direction of the Project and Facilities Director. Responsible for managing and effectively communicating the activities of construction projects, ensuring construction schedules, safety, quality standards, meeting deadlines, manage budgets and Homeowner/Customer satisfaction are maintained throughout the construction process. Incumbent will have a sound understanding of project management, safety regulations, and be able to communicate this knowledge to the construction team.

TYPICAL FUNCTIONS:

- Assists in the preparation of Request for Proposal (RFP) documentation and participates in the selection of consultants, contractors, vendors, and other service providers.
- Manages project, design, bidding, construction, and warranty phases of new facilities, residential structures, additions, and renovation projects as assigned.
- Assists with the development process of complex projects, leads, or manages the development process of smaller collaborative projects, and serves as primary or support liaison between client groups, consultants, and various tribal program service units; facilitates facility planning, budgeting, and scheduling.
- Reviews projects for constructability, code compliance, and completeness of documentation, according to phase objectives; inspects construction to monitor progress and ensure conformance to plans and specifications.
- Oversees and schedules the work of external consultants for assigned projects; ensures that designs are consistent with planned objectives, relevant regulations, and Santo Domingo Pueblo Standards
- For assigned projects, prepares detailed reports on project progress; identifies problems, solutions, milestones, financial cost projections, and analyses.
- Attends regularly scheduled project progress meetings. Assist in reviewing submittals and certificates of payment.
- Coordinates special inspections for major projects. Be in attendance of all special inspections.
- Ensure teams work together to deliver quality work to strict deadlines.
- Collaboration with trade partners throughout the construction process to improve quality and efficiency of construction.
- Ensure trade partner work is completed on time, on budget and within defined standards quality.
- Leads project administrative support activities including development and maintenance of job files and tracking of project schedule and budget.
- Writing of reports, budgets, project plans with presentation to relevant stakeholders.

- Update Facilities Director and associated stakeholders on a minimum weekly basis as to progress, needs and future timetable.
- Always comply with Group confidentiality and information security policies
- Performs other duties as assigned.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**
All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to cash transactions, handling, tracking, of equipment and products, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**
All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions 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.
- **Manage Resources**
Incumbent in this position must appropriately allocate a variety of resources that may include materials, money, facilities, and equipment. Requires the ability to assess needs and track progress.
- **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 considering internal and external trends and influences and the ability to act upon and energize others towards enacting the vision.
- **Interpersonal Skills (Working with Others)**
Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

MINIMUM QUALIFICATIONS:

- High school diploma or GED; at least 8 years of experience directly related to the duties and responsibilities specified or an associate degree in construction management technology or equivalent and or a New Mexico GB-2 or GB-98. Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Knowledge of Federal, State, and local building codes, ordinances, and regulations.
- Knowledge of Adobe components and earthen building construction.
- Ability to manage construction processes and trade performance.
- Strong knowledge of project management, best practices and building codes.
- Ability to control cost overruns and manage a budget.
- Ability to develop estimates and feasibility studies.
- Strong ability to read blueprints, perform site inspections and/or approve installations.

- Knowledge and understanding of contract documents and specifications, including ability to review SD, DD, and CD documents.
- Skilled with various software, such as Word, Excel, PowerPoint, AutoCAD and Project Management Software. Be able to read and understand written instruction.
- Must have good judgement, be able to work with a team, have good communication skills.
- Knowledge of budgeting, cost estimating, and fiscal management principles related to facilities and construction projects.
- Ability to provide technical project guidance.
- Extended working hours, including weekends, evenings, or holidays may be required.
- Valid driver's license with ability to meet Santo Domingo Pueblo liability insurance requirements and maintain eligibility for insurance.
- Must be 21 years of age for insurance purposes.
- Must satisfactorily pass a background check.
- Fluent in both English and the Keres languages preferred.
- Covid-19 vaccination is required. Reasonable accommodation is considered.

Working Conditions and Physical Effort:

- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.
- Work includes visits to existing facilities and construction sites and may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

HOW TO APPLY

Please submit the complete application packet.

- By online job boards
- By email: HR@kewa-nsn.us, subject line: **Construction Project Manager – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso 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 Pueblo Employment Application
- Cover Letter
- Resume