



POARCH BAND OF CREEK INDIANS

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HR2012:08 JOB ANNOUNCEMENT
POSITION: HOUSING CONSTRUCTION MANAGER
DEPARTMENT: HOUSING
REPORTS TO: HOUSING DIRECTOR
ADVERTISING: PUBLICLY (Everyone is eligible for consideration.)

OPENING DATE FOR APPLICATIONS: WEDNESDAY, JANUARY 25, 2012
CLOSING DATE FOR APPLICATIONS: TUESDAY, FEBRUARY 7, 2012

JOB SUMMARY

The Housing Construction Manager is responsible for performing a wide variety of duties as required within the Housing Authority, including, but not limited to, assisting the Housing Director with all matters relating to construction. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Housing Construction Manager is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs. Duties and responsibilities include; managing all construction projects initiated by the Housing Department, including, but not limited to those projects in the Housing Rehabilitation Program, which consists of repairs to tribal member homes or construction of new homes, and the Tribal Home Ownership Program, which consists of construction of new homes for tribal members; managing all construction projects shall include: inspecting homes in need of rehabilitation to determine what repairs, if any are necessary; preparing construction estimates, construction specifications, scopes of work and bid packages in coordination with the Procurement Office and conducting all pre-bid meetings in conjunction with the Procurement Office; coordinating efforts of all parties involved in the construction project including but not limited to the architects and contractors; reviewing contractors' schedules to ensure that the construction activity will progress in accordance with the Housing Authority's objectives and maintaining schedules for all projects; inspecting all construction and rehabilitation projects and installation of septic tank systems and ensuring that projects are completed in accordance with the contract and applicable specifications, laws, policies, and codes; monitoring and evaluating construction activity and progress for payment purposes; maintaining all construction records for all projects, including but not limited to, the budget, actual cost and forecast to complete the construction for each project; assisting the Housing Director in coordinating construction activities with local authorities and preparing any necessary reports; preparing reports on construction to the Housing Director and Housing Authority, including but not limited to, reports on cost and scheduling status; assisting with annual inspections of homes and rental units and accurately detailing all issues noted during any inspections; assisting the Housing Director in program and project planning and budgeting for future construction projects; assisting the Housing Director in managing all applicable grants, including, but not limited to, providing all necessary information for the preparation of required reports; supervising personnel assigned to the Housing Construction Manager and performing other duties as assigned.

****This Position is Regular Full-Time.****

MINIMUM QUALIFICATIONS

1. Must meet at least one of the following requirements:
 - a. Bachelor's Degree in Architecture, Engineering, Construction Management, or related field from an accredited college/university and have at least four (4) years of experience in construction management as a superintendent or higher; and /or
 - b. Ten (10) years of experience in construction management as a superintendent or higher.
2. Knowledge and experience in working with International Building Codes.
3. Must have documented experience in performing inspections.
4. Must be able to read and interpret blueprints and other construction documents.
5. Must have two (2) years of experience working with budgets, including but not limited to, required reports, budget modifications, etc.
6. Must have two (2) years of verifiable supervisory experience in an employment setting.
7. Must demonstrate the ability to communicate effectively, both verbally and in writing, to a diverse audience.
8. Must possess a high level of maturity and the ability to maintain confidentiality.
9. Must be able to organize assigned tasks for completion alone or with help
10. Must be able to work independently with limited supervision.
11. Must have working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word, Excel, etc. Proficiency in Auto CAD is preferred.
12. Must be in good physical condition with the ability to sit, stand, walk, kneel, crouch, stoop, squat, and twist for an extended period of time as well as climb, lift, hold, and move objects weighing a minimum of fifty (50) pounds.
13. Must meet the suitability requirements of Public Law 101-630 and successfully pass the required criminal and character background check.
14. Must possess a valid state driver's license. Must possess and maintain a Class A commercial driver's license (CDL) or obtain one within ninety (90) days of official date of hire in this position.
15. Must possess and maintain a Universal Air Conditioning & Refrigeration Technician Card or must obtain Universal Air Conditioning & Refrigeration Technician Card within one (1) year of date of hire in this position.
16. Must be willing to work odd and irregular work hours as needed.
17. Must travel and participate in training to meet the goals and objectives of applicable programs.
18. Able to perform all duties and responsibilities of this position.

PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE/DFWP

Every applicant must complete an application provided by Human Resources at the Tribal Administrative offices. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.

Seeking Prosperity and Self Determination