



Smith River Rancheria Position Description

Title: Housing Project Manager
Class: Management
Status: Full Time
Supervisor: Housing Director
Effective Date: December 2008*

Department: (15) Housing
FLSA: Exempt
Pay Grade: VIII (\$19.55 - \$27.58)
Subordinates: Construction Laborers

Position Summary:

This position's longevity is contingent on annual grant funding. Under the general supervision and direction of the Housing Director, the employee is designated as Development Director. Assigned duties will include supervision and directing the day-to-day construction activities, assigns work to employees, completes purchase orders, confers with staff to ensure production and personnel problems are resolved, requests changes in personnel status, assist in the contracting of sub-contractors with approval from the Housing Director and Tribal Administrator. Additional duties are to inspect work for proper installation and insure it meets code specifications, completes job estimates, schedule's equipment for proper work to be completed on time and within budget. Performs planning and direction of housing and development projects in support of the Smith River Rancheria's housing plan and implementation activity of housing development program in accordance with approved development policy documents; help track information on specific capital/funding availability; help to organize and provide support for community meetings on specific issues; assists with the presentation of formal reviews of projects and prepare recommendation for specific action necessary or directed to be submitted by the Director.

All Smith River Rancheria employees must submit to a background check and abide by all Tribal, federal and state laws. All employees must comply with Smith River Rancheria drug free workplace policy and will be subject to pre-employment, random, for-cause and post-accident drug and alcohol testing.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Directs and supervises construction activities and workers engaging in construction activities as outlined in Indian Community Development Block Grant (ICDBG), Indian Housing Block Grant (IHBG) and other funding sources.
- Assigns work to employees, using material and work required data.
- Confers and analysis with staff and workers to ensure production and personnel problems are resolved.
- Examines and inspects work progress, equipment and construction sites to verify safety and ensures that specifications are met.
- Read specifications, such as blue prints and data, to determine construction requirements.
- Estimates and plans material and worker requirements such as installations and equipment to complete jobs.
- Guide junior technical and support staff in the compilation of data for use in housing studios, field and file investigations, maps, notes, and all other available sources.

- Assists with field interviews and surveys of conditions on the Smith River Rancheria Reservation and in the immediate region that may affect housing studios or projects.
- Supervise and direct junior technical staff and support staff in the preparation of housing project or development requirements.
- Conduct the review of project requirements such as consultant proposal, plan, drawings, specifications, and related development, design and construction documents.
- Assists in the selection of consultants, contract negotiation, implementing a compliance system, oversight and inspection tracking/data management and monitoring system for housing development or project.
- Directs work activity as assigned in order to inspect ongoing housing projects or ascertain conditions on a specific site or general area of the reservation.
- Performs initial contract review/oversight of Contractors/Consultants engaged by Smith River Rancheria Housing Department.
- Prepares and submits information for periodic and interim reports on project activity as requested by the Director.
- Participates in the annual budgeting process for Smith River Rancheria Housing Department housing development or project.
- Provide support during meetings, work sessions, or as assigned or directed.
- Recommend or schedule training for junior technical staff and support staff in accordance with Smith River Rancheria personnel policy, internal position statements and job performance standards.
- May be assigned to work on other related assignment, specific projects or programs of Smith River Rancheria Housing Department as requested by the Director.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High school diploma or equivalent (GED) is required. Associate's Degree preferred.
- Five (5) years of experience in construction and project management and one (1) year of construction contract administration experience is required.
- One year of relevant administration/office and one year supervisory experience.
- A broad basic knowledge of program development, organization and evaluation methods and practices.
- A knowledge and understanding of the development and technical process required facilitating the planning, design, construction and commissioning of housing projects or development.
- Advanced experience in the utilization of Microsoft Office software is required.
- Demonstrated management skills in fiscal/budgeting, long-range capital maintenance and improvement planning for specific housing projects, developments and services.
- Experience in contract administration/management and the writing and evaluation of tenders for a wide range of housing project or development and maintenance works provided by outside contractors.
- Ability to write clear and concise technical reports and communicates with a wide range of clients and supports agencies.
- Highly computer literate and familiar with Microsoft Office Software Programs.

- Ability to perform basic manual drafting; read or interpret plans/drawings; and prepare basic cost estimates, budgets and schedules.
- Ability to develop and meet project expectation to include satisfactory completion of a project within budget and time.
- Ability to establish and maintain cooperative and effective working relationships; developing recommendations and scenarios to address identified housing needs.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

May require the following:

- Climbing up and down slopes, using feet and legs and/or hands and arms; walking for distances over irregular terrain; balancing on wet, slippery, loose or narrow surfaces.
- Stooping and crouching to move through or over brush or other obstacles.
- Reaching and extending hands and arms in any direction.
- Standing for sustained periods of time.
- Verbal expression of ideas or instructions accurately, loudly, and/or quickly and receive detailed information through oral communication.
- Exertion of up to 20 pounds of force; some lifting or moving of objects up to 80 or more pounds on a frequent basis.
- Manual use of a variety of power equipments, i.e., hand tools, lawnmowers, sweepers, chainsaws, table and circular saws.
- Use of scaffolding, ladders, and other climbing equipment may be required when assignments requires off ground work, such as painting and cleaning chimneys.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The worker is frequently subject to both indoor and outdoor environmental conditions. The employee may be subject to extreme heat or cold for periods of more than one hour. Some work may be performed outdoors under any weather conditions such as rain, wind, and/or storms. At times the noise level can be hazardous and safety precautions must be taken to avoid hearing loss. Safety items such as glasses, hard hats, vests, boots and ear protection is mandatory as required by the job.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____