



Smith River Rancheria Position Description

Title: Construction Lead
Class: Management
Status: Full-time
Supervisor: Housing Director
Effective Date: November 18, 2014

Department: (15) Housing
FLSA: Exempt
Pay Grade: VIII/IX (\$19.55 - \$31.06)
Subordinates: Construction Laborers
Grant Funded: Yes

Position Summary:

A construction lead is responsible for planning, coordination and control of a construction project from its inception to the time it is completed. The construction lead is responsible for ensuring that all materials of construction and methods of construction conform to company, industry and regulatory standards, specifications and requirements. The construction lead is also responsible for ensuring that the construction project is concluded safely and successfully.

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.

- Supports the project manager in leading the project team to deliver project in accordance with all tribal guidelines.
- Supports the project manager in setting and defining safety expectations for contractors and employees.
- Site Lead in managing and monitoring project and project resources to deliver project goals (safety, quality, schedule, scope and cost)
- Supports development and monitors project safety plan.
- Overseeing, planning, scheduling, directing and coordinating the construction project activities.
- Manages contractors and vendors.
- Manages the daily logistics of the job site to ensure various contractors are enabled to work together, which includes staging the job site by determining the timing of material deliveries and location for storage.
- Validates that all construction materials conform to design per the engineering specification, company specifications and industry/regulatory requirements.
- Responsibility for scheduling project in logical steps and estimating the time required to complete the project and meet deadlines.
- Determines labor requirements and dispatches workers to construction site.
- Monitors and directs the progress on the construction site.
- Responsible for implementing contract terms and explaining roles and responsibilities to administrative staff, workers and clients, representing the owner or developer.
- Studying job specifications to determine appropriate construction methods.
- Overseeing the delivery of material, construction tools and equipment.
- Supplying a list to the PM of supplies and materials to complete construction projects.
- Ensuring that all safety precautions are adhered to by the construction workers.
- Must follow all tribal procurement policies and bidding processes.
- Must follow tribal TERO law.

- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

The construction lead will be responsible for all workers on the construction site. The construction lead is also responsible for any contractors or sub-contractors working on the site to ensure all safety and OSHA regulations are being followed.

Minimum Qualifications:

- A degree or formal training in Construction Management or Project Management is preferred.
- A minimum of four years of construction experience.
- Must have an understanding of OSHA Standards for Construction.
- Exhibit exceptional organizational and multi-tasking skills.
- Must have ability to read and understand architectural and structural blueprints.
- 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:

Ability to work with mathematical concepts such as probability and statistical inference 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:

List all physical demands necessary to complete tasks associated with this position. While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/move 50 pounds.

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:

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 equipment, 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.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____