**Job Title:** Manager, Construction

**SUMMARY:** Manages construction programs including new construction, rehabilitation and lead base paint of existing homes, housing improvement program, as well as oversees budgets and construction activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following. Other duties may be assigned.

- Coordinates and develops the planning of the construction projects with appropriate departments and/or agencies.
- Authorizes purchasing and reviews expenditures for materials ordered.
- Develops and implements long and short-term work plans for the program, attends meetings as required.
- Oversees the bid process for contractors and vendors and verifies contractors and/or vendors are in compliance with applicable rules, regulations and guidelines.
- Communicates and reports program operational information and activities to management.
- Prepares request for bids for new construction, lead base paint, emergency, housing accessibility, the home improvement program, and rehab projects.

**SUPERVISORY RESPONSIBILITIES:** Manages 2 to 4 subordinate supervisors who supervise a total of 59 employees in the assigned area. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises 1 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**RESPONSIBILITIES/ACCOUNTABILITIES:** The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.
QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education Requirements: Bachelor’s degree from a four-year college or university in Engineering, Construction, or other related field; or six years related experience; or equivalent combination of education and experience.

EXPERIENCE REQUIREMENT: An additional five (5) years’ experience in building trades and housing construction is required, with at least two years being in a supervisory position.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.