

Housing Authority of the Cherokee Nation Human Resources Job Description



Job Title: Administrator, Construction/Project Management (Planning and Development)

SUMMARY: Inspects construction projects for compliance with plans and specifications, dimensional and alignment accuracy, and conformance with applicable rules, building codes, regulations, and guidelines. Analyzes blueprints, specifications, proposals, and other documentation to prepare time, cost, and labor projections for building projects and/or repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Prepares cost projections of construction projects. Oversees plan takeoffs. Coordinate's activities needed between and Construction Management /General Contractor, Architects/Engineers, and owners. Prepares schedules and reports. Review's data to determine material and labor requirements and prepare an itemized construction projection of material and labor take-offs. Conducts special studies to develop and establish standard hour and related cost data or effect cost reductions. Consults with vendors or other individuals to discuss and formulate estimates and resolve construction issues. Maintains daily log of construction and inspection activities and compares project progress reports. Observes work in progress to ensure that procedures followed, and materials used conform to specifications and comply with applicable building codes, rules and regulations, and funding guidelines. Examines workmanship of finished installations for conformity to standard and approves installation. Interprets blueprints and specifications for Construction Management/General Contractor and discusses deviations from specified construction procedures to ensure compliance.

SUPERVISORY RESPONSIBILITIES: Directly supervises 2 to 4 employees in the Planning and Development. 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.

Medium (Assignments received in broad terms with timelines and objectives set.)

PREPARED BY: HUMAN RESOURCES

DEPARTMENT: AS ASSIGNED

REPORTS TO: AS ASSIGNED

PREPARED DATE: 3/11/2021

1ST REVISION DATE:

FLSA STATUS: EXEMPT

PAY RANGE: BASED ON EXPERIENCE.

Employees are held accountable for all duties and responsibilities of this job.

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 4-year college or university; or six years related experience; or equivalent combination of education and experience.

(Preferably in Mechanical engineering and drafting technology.)

Experience Requirement: An additional 10 years' experience in major construction project management and must be proficient in AutoCAD, 3D solid Modeling, National Incident Management System and FEMA Training.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

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 Project Management Software, 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.

LEED Certified or higher accreditation, OSHA Certified (DOL),

OTHER SKILLS AND ABILITIES: Working knowledge of building codes, possesses detailed knowledge of various agencies and disciplines involved in the construction process; integrates and coordinates all parties for successful completion of construction projects. Demonstrates advanced communication skills needed for facilitating and documenting the construction progress. Understands and assists in the management of construction schedules and budgets. Can review and understanding construction pay application, change orders, requests for information, and other construction-related documentation.

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 the essential functions. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently

required to taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 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 is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually loud.