



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Project Manager – Level III

OPEN: December 2, 2019

EXEMPT: No

SALARY: (12) \$38.16-\$42.74 p/h DOE

SHIFT: Day

LOCATION: Various

DURATION: Regular Full Time

CLOSES: December 20, 2019

JOB CODE:

DIVISION: Public Works

DEPARTMENT: Construction

SUPERVISOR: Public Works Director

VACANCIES: 1

JOB SUMMARY: The Project Manager will supervise the activities and operations of the Public Works Division projects as assigned and assures that the work and services are compliant with applicable codes/permits engineered designs as well as efficiently and economically carried out as directed by the Public Works Director.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Prepare and review with owner a Project Management Plan.
2. Prepare a Planning, design and Construction budget and maintain project schedule.
3. Prepare and manage subcontracts, i.e., architect, site clearing, roads, soil reports, storm water management plan, sewer and water, etc.
4. Advertise and participate in General Contractor selection.
5. Review all design documents and construction contracts and specifications.
6. Provide all required quality assurance monitoring during construction.
7. Hold weekly meetings, or when necessary, to keep Public Works Director informed as to progress and/or schedule changes.
8. Maintain accounting records of authorized work performed, contracts, labor and materials.
9. Prepare and review a Project Safety Program and include program requirements in contracts.
10. Review all construction COP's, CCD's, CO's, RFT's Submittals and Responses for compliance and approval.
11. Insure TERO requirements are included in all documents.
12. Owner's representative to the project undertaken by the Construction Division on behalf of the Planning Department.
13. Must be able to work effectively within an administrative structure of a large, complex organization.
14. Performs similar or related tasks as designated by the Public Works Director.
15. Tracks permit requirements for all projects and contractor compliance with plans, specifications and permits.
16. Requires a professional attitude and ability to work well with others, independently or in teams, to accomplish assigned tasks and objectives. Work in concert with other professionals and make sound judgments: deal tactfully and effectively with those contacted in the course of work; communicate clearly and concisely, orally and in writing; prepare written status reports and policies, develop logical solutions to problems; provide technical advise, staff training and consultation to ensure project completion in a timely manner; stay current with new technological developments.

MINIMUM QUALIFICATIONS:

- Bachelor degree in civil engineering, construction management **OR** equivalent degreed program.
- Managed in the role of Project Manager a minimum of 7 years in the construction of roads, sewer, water and other similar public works infrastructure.
- Minimum 4 years of supervisory experience.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have the ability to plan, organize and effectively work with department staff, consultants and contractors to plan, design and coordinate the completion of assigned projects.
- Knowledge of field construction operations, including inspections, monitoring and reporting.
- Must be computer literate and knowledgeable of current computer based management information systems.
- Must have a working knowledge of cost accounting, construction related contracts, specifications and insurance funding.
- Must maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.