



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/Engineer – Level IV
Public Works

OPEN: August 12, 2024

EXEMPT: No

SALARY: (13) \$46.10-\$51.92/hr. DOE

SHIFT: Day

LOCATION: Various

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Public Works

DEPARTMENT: Construction

SUPERVISOR: Public Works Director

VACANCIES: 1

JOB SUMMARY: Project Manager/Engineer – Level IV is responsible to 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. In addition to the Project Managers role, this position is responsible for engineering and design capabilities. The Project Manager/Engineer shall be able to stamp design drawings with his Professional Engineers stamp, licensed in the State of Washington

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. Work effectively within an administrative structure of a large, complex organization.
14. Track permit requirements for all projects and contractor compliance with plans, specifications and permits.
15. Requires a professional attitude and ability to work well with others, independently or in teams, to accomplish assigned tasks and objectives.

16. 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
17. Provide necessary design calculations and design components as requested from time to time by the Public Works Director.

MINIMUM QUALIFICATIONS:

- Bachelor degree in civil engineering, construction management or equivalent degreed program.
- Retain a current licensed professional engineers stamp in the state Washington.
- 10 years experience in management in the role of Project Manager in the construction of roads, sewer, water and other similar public works infrastructure.
- 7 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:

- Have worked in the engineering design field for a minimum of 5 years, and produced licensed professional engineer stamp
- 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.
- Computer literate and knowledgeable of current computer based management information systems.
- Must have working knowledge of cost accounting, construction related contracts, specifications, and insurance funding.
- Ability to 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 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.