



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: August 12, 2026

EXEMPT: Yes

SALARY: (12/13) \$40.14-\$56.92 p/h DOE

SHIFT: Day

LOCATION: Various

DURATION: Regular Full Time

CLOSES: Until Filled; 1st review 8/28/26

JOB CODE:

DIVISION: Public Works

DEPARTMENT: Construction

SUPERVISOR: Public Works Director

VACANCIES: 2

JOB SUMMARY: The Project Manager supports the Planning and Public Works department by assisting in the planning, execution, and documentation of various infrastructure. Capital Improvement Projects and development projects. This role requires proficiency in technical tasks including capital project management, grant writing, technical writing, development and capital project review, land surveying, preparation of legal descriptions, and expertise in Geographic Information Systems (GIS) and AutoCAD software. The Project Manager acts as the owner's representative and collaborates with engineers, planners, and external stakeholders to ensure projects are delivered efficiently and in compliance with regulatory standards.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES Including, but not limited to:

1. Assist in the planning, design, budgeting, specification development, bid preparation, implementation, and administration of capital improvement and infrastructure projects.
2. Serve as the primary liaison between LIBC and consultants, contractors, engineers, regulatory agencies, Tribal departments, and other project stakeholders.
3. Represent and protect LIBC's interests throughout the project lifecycle by monitoring project quality, schedules, budgets, and contract compliance.
4. Coordinate and facilitate project meetings, provide regular status updates, and ensure effective communication among all parties.
5. Review, negotiate, and administer contracts with consultants, contractors, and vendors.
6. Monitor construction activities to ensure compliance with approved plans, specifications, safety requirements, environmental regulations, and applicable standards.
7. Coordinate project inspections, resolve construction-related issues, and monitor corrective actions.
8. Review project expenditures, evaluate change orders, identify cost-saving opportunities, and assist with maintaining project budgets.

9. Coordinate punch list activities, final inspections, project closeout documentation, and warranty requirements.
10. Research funding opportunities and prepare or assist with Tribal, state, and federal grant applications. Monitor grant requirements and assist with reporting and compliance.
11. Review engineering plans, technical specifications, and development proposals to ensure compliance with Tribal standards, infrastructure requirements, and applicable codes.
12. Conduct or coordinate field surveys, collect and interpret survey data, and prepare project documentation and mapping as required.
13. Prepare and review legal descriptions for property boundaries, easements, and rights-of-way while ensuring accuracy and compliance with applicable standards.
14. Issue land use and building permits, as assigned.
15. Participate on the Technical Advisory Committee by providing technical review and recommendations for proposed development and capital projects.
16. Develop, maintain, and update GIS databases and mapping products to support project planning, infrastructure management, and asset tracking.
17. Utilize AutoCAD to prepare, revise, and review engineering drawings and integrate GIS and CAD information for project documentation.
18. Prepare technical reports, correspondence, project records, and presentations as required.
19. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- Associate's degree in Construction Management or a related field preferred.
- Associate's degree or certification in Civil Engineering Technology, Surveying, Geography, Public Works, or a related discipline is preferred. Equivalent combinations of education, professional certifications, and progressively responsible experience may be considered.
- Experience in capital project management, construction administration, and grant writing is preferred.
- Proficiency with GIS software (such as ArcGIS) and AutoCAD.
- Knowledge of surveying principles, legal descriptions, easements, and rights-of-way.
- Ability to review development plans and provide technical recommendations.
- Strong technical writing, communication, organizational, and project management skills.
- Ability to manage multiple projects and competing priorities in a fast-paced environment.
- Must possess a valid Washington State Driver's License and the ability to meet Tribal vehicle insurance requirements.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of project management principles, construction administration, budgeting, scheduling, procurement, and contract management.
- Familiarity with construction operations, inspections, quality assurance, safety practices, regulatory compliance, cost accounting, construction contracts, specifications, and funding requirements.

- Demonstrated ability to plan, organize, coordinate, and manage multiple projects while meeting deadlines and budget requirements.
- Proven ability to establish and maintain effective working relationships with Tribal leadership, staff, consultants, contractors, regulatory agencies, and community members.
- Proficiency in Microsoft Office Suite, project management software, GIS, AutoCAD, and other computer-based management information systems.
- Strong analytical, organizational, problem-solving, written, and verbal communication skills.
- Sound judgment and discretion in maintaining strict confidentiality.
- Capable of working in both office and field environments, including occasional travel to project sites and exposure to varying outdoor conditions

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.