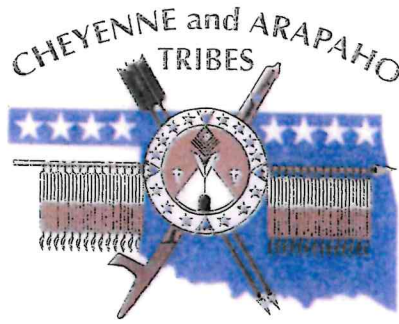


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

***VACANCY ANNOUNCEMENT ***

POSITION: Project Manager (2 Positions)
PROGRAM: Planning and Development Program
LOCATION: Concho, OK
ISSUE: June 29, 2022 **CLOSING:** Until Filled

GENERAL DESCRIPTION:

Under the general supervision of the Planning and Development Director, the incumbent will be responsible for organizing and controlling project activities of the Cheyenne and Arapaho Planning and Development Program to ensure all projects are completed on time and within budget

DUTIES AND RESPONSIBILITIES

This list is intended to demonstrate a variety of office and field-work duties that may be performed. Should specific statements be omitted, it does not exclude them from the position if the work is related to the position.

- Demonstrates attention to detail and performs other work related duties as assigned.
- Works cooperatively with project superintendent(s), Contractor Project Managers and Inspectors on assigned construction projects.
- Works with A/E and End Users to establish building concepts, renovations and/or expansions on all Tribal facilities.
- Assists Field Technician with photo progress reports for assigned construction projects.
- Reviews all construction documents (i.e. schematic designs, construction drawings, plans and specifications) for comments and revisions.
- Reviews construction schedules, project budgets, change orders, pay application and schedule of values for accuracy and approval.
- Present for all inspections on new construction, expansion and renovation projects.
- Assists in review of percent of completion of work.
- Coordinate and maintains all project update meetings (weekly, bi-weekly or monthly) for assigned construction projects.
- Reviews all Meeting Minutes for project update meetings for accuracy and final approval.
- Reviews safety regulations, construction safety logs and COVID prevention plans for assigned project for compliance.
- Record and notify tribal need-based findings to the Director.

- Participates in community problem-solving and strategic planning efforts pertaining to project.
- Assists with the location and recording of right-of-way and easements with all utility companies including gas, water, electric, sewer, telephone and internet data lines.
- Inspects building facilities electrical systems to determine energy consumption and analyze energy usage. Assists in compiling energy and conservation information to report to Director.

REQUIREMENTS:

- Associates/Bachelor Degree preferred, or + three (3) years' experience in construction field.
- Knowledge of federal, state and local safety laws to ensure program compliance with regulations, ordinances, codes and zoning laws.
- Knowledge of construction trade, including electrical, plumbing, building, mechanical and fire safety.
- Computer skills including knowledge in AutoCAD and other construction related software.
- Valid Class C Oklahoma driver's license.
- Native American preference; tribal member preferred
- Must possess ability to work well with management, other departments, tribal members, the general public and vendors.
- Strong client communication and teamwork skills.
- Office and administrative practices and procedures.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov