Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 04/25/2016	Employee Requisition Number	**JOB OPPORTUNITY**	
Title/Position: **PROJECT MANAGER**			
Pay Grade SG 13	Salary Range $45,448-59,342	Classification Full Time	
Department: TRIBAL CONSTRUCTION	Location: Okfuskee	Location Code: 207	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	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. The candidate will work with their assigned project to achieve their respective project management objectives. This position reports directly to the director of construction services.
Principal Duties and Responsibilities:	Principal Duties and Responsibilities include but not limited to the following: • Communicate effectively and professionally both verbally and in written correspondence. • Inform management of productivity, costs, quality control, document management and processing of applications for payment. • Lead project to completion utilizing management skills to effectively coordinate with each entity associated with the project. • Prepare correspondence with owner, architect, engineers, sub-contractors, suppliers, etc. • During pre-construction meetings with owner/architect, establish procedures for submission of application for payment, requests for information, change orders and submittal and for coordination of owner furnished equipment. • During construction phase, proactively manage project to achieve quality, schedule, budget and safety. • Notify management of any issues that arise which affects quality, budget, process and safety. • Perform inspections of construction activities; document construction deficiencies and non-conformance to specifications and safety practices. • Adherence to international building codes and approved construction specifications. • Project Coordination & Project Controls. • Contract Administration.

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	• As-Build Document Procurement. • Prepare Schedule of Values and Job Cost Estimates for new project quotes or negotiations. Estimates will include contingency reserves and warranty reserves. • Meet with owner weekly to monitor project progress. • Monitor and maintain the project schedule including scheduling subcontractors, material suppliers and other vendors. • Coordinate with the Project Superintendent all Requests for Information (RFI). Review the RFI log to ensure that all open items are resolved on a time basis. • All projects are completed within the contractual terms, in accordance with project specifications. • Estimates of project costs are accurately maintained on a weekly basis. • Actively manage the budget on each project and develop scenarios which enable the budget to be achieved. • Determine approaches that will enable the project to be completed under budget. • Estimating of construction documents, alternates, and programmed requirements.
Minimum Requirements:	Required: Bachelor's Degree in Engineering or Architecture (or other construction related field). Four or more years of experience as a Project Manager (or equivalent position).
Preferred Requirements:	Preferred: Post graduate Degree. Previous construction management experience required
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Valid Oklahoma Driver's License Certified Cost Estimator/Analyst OSHA Certification Preferred ICC Commercial Building Inspector Certificate or willingness to get it at the workplace Other Qualifications/Specifications: Preferred: Enrollment in a Federally Recognized Native American Tribe.

Competencies:

Customer Service: Responds promptly to customer needs.

Interpersonal Skills: Maintains confidentiality; Keeps emotions under control.

Oral Communication: Speaks clearly and persuasively in positive or negative situations; Participates in meetings.

Written Communication: Writes clearly and informatively; Able to read and interpret written information.

Teamwork: Balances team and individual responsibilities.

Visionary Leadership: Inspires respect and trust.

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Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☒ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

☒ Fumes or airborne particles ☒ Outside weather conditions ☒ Toxic or caustic chemicals
☒ Risk of electrical shock ☒ Vibration ☒ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.