

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406-675-2700
PERSONNEL OFFICE FAX: 406/226-2562
WEBSITE ADDRESS: csktribes.org
E-mail: sherry.dupuis@cskt.org**

*****VACANCY ANNOUNCEMENT*****

TITLE: Construction Manager

LOCATION: Division of Engineering & Water Resources/DEWR Complex - Ronan, MT
Natural Resources Department

SALARY: \$36.43 to \$41.87 per hour; including Benefits: Health Insurance, Life Insurance, Retirement, Long-term Disability, and PTO & Paid Holidays

CLOSING DATE: Thursday, December 12th, 2024 at 5:30pm

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** As a Construction Manager, you will be responsible for planning, coordinating and managing construction projects for CSKT Division of Engineering and Water Resources.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Planning, coordinating and managing all phases of construction projects, including project initiation, planning, execution, monitoring and closeout.
- Developing and managing project schedules, budgets and resource allocations to ensure cost efficiency and timely delivery.
- Interacting with engineers, contractors and subcontractors to monitor construction progress, resolve issues and ensure compliance with specifications and quality standards.
- Managing procurement processes, including bid evaluations, contract negotiations and vendor selection.
- Oversee project budgeting and cost control and manage change orders to ensure adherence to budgetary constraints.
- Conducting regular site inspections to assess project progress, identify risks, and ensure compliance with safety protocols and regulatory requirements.
- Maintain effective communication with project team members and stakeholders to provide project updates, address concerns and foster strong working relationships.
- Coordinate and oversee construction activities, ensuring adherence to project schedules and specifications.
- Evaluate and select contractors and subcontractors based on qualifications, experience and cost-effectiveness.
- Monitor project progress, track key performance indicators (KPIs) and report on project status to stakeholders.

- Ensure compliance with safety regulations and legal requirements, prioritizing a safe working environment for all involved.
- Manage construction project documentation, including contracts, permits, drawings and change orders.
- Conduct regular meetings to facilitate communication, address challenges and to meet project objectives.
- Provide regular updates and reports on project status, including milestones, budget updates, and any significant developments or risks.
- Implement and enforce safety protocols and ensure compliance with local building codes and regulations.
- Carry out thorough project evaluations and assessments to identify areas for improvement and implement necessary corrective measures.
- Provide leadership and guidance to the project team, fostering a collaborative and high-performance work environment.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- A Bachelor's degree in Civil Engineering, Construction Management, or a related field, **OR** Five (5) years of relevant experience in construction project management, with a track record of successfully delivering projects on time and within budget.
- Proficiency in reading and interpreting technical documents, including project blueprints and construction schematics.
- Strong leadership and communication skills to manage project teams and stakeholders.
- Skilled at working on extremely sensitive and complex issues, excellent project management skills, including planning, organizing and prioritizing tasks.
- Must have a valid driver's license.
- Must successfully complete a certified defensive driving course approved by the department.
- Must wear Tribal Government identification and safety apparel when conducting field activities.

➤ **FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.**

SUBMIT:

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant academic transcripts and/or certificates.
3. Copy of valid driver's license.
4. Proof of enrollment in a Federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, at 406/675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact Mark Simpson - DEWR Irrigation & Infrastructure Program Manager at 406/675-2700 Ext. 1283.