

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
<http://oneida-nsn.gov>



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

A good mind. A good heart. A strong fire.

FIRST POSTING OPEN T ENROLLED ONEIDA TRIBAL MEMBERS ONLY

POSITION TITLE: Construction Manager
POSITION NUMBER: 02844
DEPARTMENT: Engineering
LOCATION: N7332 Water Circle PL Oneida WI
DIVISION: Community & Economic Development Division
RESPONSIBLE TO: Engineering Director/Senior Architect
SALARY: E6 \$52,855/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: February 19, 2020
CLOSING DATE: February 26, 2020
Transfer Deadline: February 26, 2020
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Acts as the owner's project representative. Ensure timely planning, scheduling, controlling, and motivation is present to produce quality, timely job completions coming in on budget. Ensure that the Oneida Nation's best interest, health, safety and welfare of the public and all employees are maintained in the design and construction of new and remodeled facilities that fall under the jurisdiction of the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide project management services for assigned projects, including review and/or development of projects, programs and budget, plans, specifications and control expenditures of project funds, review plans and specifications prepared by outside consultants.
2. Develop and implement design requirements, quality levels and develop and implement the design and construction of assigned projects including program review.
3. Control major projects from beginning to end to assure the projects coming in are on schedule and within budget.
4. Monitor the project milestones and early warning signals. Report updates to appropriate areas.
5. Update the schedules and inform others (contractors, architects, other departments, subcontractors and suppliers) verbally, and in writing when they are not doing their jobs. Set the pace on the project using the schedule to motivate. Review all documentation. Determine when it does not reflect planned conditions and seek solutions. Plan and implement corrective strategies.
6. Meet with superintendents, architects, contractors, cost accountants, planners, clients and other departments to discuss plans. Receive input from each group to ensure they have planned effectively. Meet with contractors/architects to establish and review priorities. May coordinate project activities with government regulatory or other agencies.
7. Plan the job, know the contract, know and manage the risks and act as a decision manager. Ensure all bids are safely stored along with estimated/bid history files for future reference, substantiation of subcontractor's bids so the selection process can be verified and audited for fairness.
8. Execute and motivate others to execute plans. Know the project status at all times in relation to the schedule. Ensures project payment is collected and invoices are paid.
9. Assist Engineering Department staff in the resolution of problems and troubleshooting on projects as needed/required.
10. Work with design changes, specifications, and drawing releases to ensure that the changes are understood and properly handled by all involved. Ensure change of this nature cause the entire process to be reviewed; a separate estimate, a work plan, a schedule produced, and all parties are informed of the changes.
11. Contributes to a team effort and accomplishes related results as required.

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DUTIES AND RESPONSIBILITIES: (Cont.)

12. Adhere to all Oneida Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit and stand; and lift and/or move up to twenty-five (25) pounds.
2. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge and experience in preliminary site analysis and business feasibility studies.
2. Knowledge and experience in construction, estimating, and project management.
3. Knowledge of Wisconsin Building Code; commercial and residential.
4. Skill in mathematics.
5. Skill in operating computers and various word-processing, spreadsheets, and database software programs in a Windows environment.
6. Ability to read blueprints and to read and comprehend specifications.
7. Ability to articulate project status reports, and to interrelate with owner, architects, project engineers, construction superintendents, etc.
8. Ability to present a professional appearance and demeanor as a representative of the Oneida Nation in dealing with the general public.
9. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions.
10. Ability to analyze problem situations and formulate an administrative plan of action.
11. Ability to work with a wide variety of personalities; must be a team player; must be able to establish and maintain good working relationships with employees and administrative staff.
12. Ability to work independently.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
17. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. AutoCAD and architectural design/drafting experience.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Diploma, HSED Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement; five (5) years of work experience as a commercial contractor, construction manager, project manager, industry construction manager, Architect, or Engineer; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**