



The Minnesota Chippewa Tribe

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Construction Specialist II \$22.67/hr.
Duty Station: Cass Lake, Minnesota
Deadline: March 26, 2021

Administration
218-335-8581
Toll Free: 888-322-7688
Fax: 218-335-8496
Home Loan
218-335-8582
Fax: 218-335-6925
Economic Development
218-335-8583
Fax: 218-335-8496
Education
218-335-8584
Fax: 218-335-2029
Human Services
218-335-8586
Fax: 218-335-8080

The Construction Specialist II is responsible for operations required to educate and assist applicants in the physical preparation of documents to enable them to purchase or construct their individual homes. Responsible for the management of all properties of the Finance Corporation and for the direct supervision of the Construction Specialist and Building Maintenance staff.

KNOWLEDGE AND EXPERIENCE

- Supervisory experience required.
- Ability to relate to all types of people in a friendly, positive, and professional manner.
- Interviewing, counseling, and negotiating skills in order to effectively communicate with Housing staff, Tribal Government leadership and staff, homeowners, contractors, architects, vendors, insurance adjusters, Realtors, Appraisers and other required professionals.
- Knowledge of all phases of home construction, including the ability to read and understand blueprints and legal descriptions, estimating, purchase agreements and inspections.
- Knowledge and understanding of the Minnesota State Building Code.
- Understanding of purpose of homeowners insurance and procedures required to submit claims.
- Knowledge and understanding of Reservation land leases, allotments, and individual trust property.
- Good written communication skills.
- Experience with home inspections preferred.
- Must have good computer skills and ability to use communication software such as email, word, excel, and power point.
- Must have a valid driver's license, current auto insurance, and the use of a privately owned vehicle for business purposes.

Send resume or application w/references to:
Joel D. Smith • Director of Administration
The Minnesota Chippewa Tribe
P.O. Box 217 Cass Lake, Minnesota 56633
Email: jsmith@mnchippewatribe.org
EEO- American Indian Preference