



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

PROJECT MANAGER

Position Description

Opens: April 8, 2021 Closes: April 22, 2021			
Department:	Education	Reports to (title):	Career Development Director
Job Code:	E-12	Job Location:	Bois Forte Tribal Government Nett Lake, MN
Pay Range:	Min: \$38,528.40 (\$18.524 per hour) Mid: \$48,160.50 (\$23.154 per hour) Max: \$57,792.60 (\$27.784 per hour)	Supervises:	None
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	04/07/2021
		Revised Date:	

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Project Manager provides project management services to the Bois Forte Tribal Government and the Bois Forte Development Corporation. This position has general responsibilities for on-site project management including construction coordination, scheduling, monitoring, and supervision of project work by contractors. The Project Manager will be the primary field representative for the Tribal Government on projects where a “construction manager at will” is not hired.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Organize, plan and schedule project field work.
2. Responsible for completing assigned projects within specified schedules and budgets.
3. Serve as the point of contact with any outside contractors for assigned projects.
4. Coordinate with the Tribal Employment Rights Officer to ensure the TERO policy is being followed on all projects within the Reservation boundaries.
5. Responsible for providing updates to the Career Development Director and the Tribal Council monthly.
6. Work with the Career Development Director on any projects regarding workforce development and job trainings.
7. Prepare cost estimates and schedules for any proposed projects.
8. Review project cost estimates, budgets and schedules with design team and appropriate Bois Forte managers.
9. Represent Bois Forte to the design team during preparation of project plans and specifications and make recommendations regarding content.

Position Description

10. Review bids and make recommendations to the appropriate Bois Forte managers and Tribal Council.
11. Participate in the value engineering process.
12. Work alongside all Bois Forte department directors with projects within their departments.
13. Report regular updates to the Career Development Director.
14. Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- | | |
|--|--|
| Experience: | <ul style="list-style-type: none">• 5 years of experience in Project Management, Construction Management or in a related field. |
| Education: | <ul style="list-style-type: none">• Bachelor's degree in Engineering, Industrial Technology, Construction Management, or a related field |
| License/Certification: | <ul style="list-style-type: none">• Valid Minnesota Driver's License and insurability under the Bois Forte Automobile Insurance Policy |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Ability to read blueprints.• Construction drafting capabilities.• Experience in project management and construction management.• Considerable knowledge of and experience working with governmental agencies and processes related to project management.• Ability to inspect work in progress, identify deficiencies and gain cooperation in correcting problems.• Ability to plan steps in a project, establish and monitor schedules, coordinate work of others and meet established deadlines.• Skill in conflict resolution and negotiating.• Excellent written and verbal communication skills.• Ability to manage multiple projects and meet multiple deadlines.• Sound judgement and decision-making skills.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords. Computer related problem-solving skills through the use of available trainings and help desk.• Knowledge of Microsoft Office Suite (Word, Excel, etc.) internet software and appropriate storage of electronic files.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

- Work Experience in Tribal Governments
- Work experience in project management, construction management, or related field.

WORK ENVIRONMENT

PROJECT MANAGER

Position Description

- Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions. .

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov. Applications received after the closing date will not be accepted.