



JOB DESCRIPTION

COMPANY: Rosebud Construction, Inc

POSITION: Construction Project Manager

REPORT: Executive Project Manager

CLASSIFICATION: Salary/Exempt

JOB SUMMARY:

The Project Manager role plans, directs, manages and provides oversight of assigned design and construction projects to ensure that Corporation goals and objectives are accomplished within prescribed schedule and budget parameters. Effectively communicates with Director of Design & Construction, field staff, technical staff, contractors and management. Provides internal and external coordination and collaboration with project partners and stakeholders. This position will assist in the management of key corporation initiatives and projects. The position requires considerable judgment and latitude in performing job duties and is expected to function effectively with minimal to moderate direct supervision.

ESSENTIAL FUNCTIONS:

- Provide detailed constructability reviews of project documents; make recommendations.
- Advise, consult, lead and provide feedback on the development of construction procurement documents, including plans, construction phase consulting services.
- Participate in and/or lead project evaluation and consultant selection for applicable procurements.
- Manage day-to-day work on projects in construction phases; coordinate and make recommendations regarding status of work.
- Attend and actively participate in partnering sessions with contractors, agencies, and organizations to obtain feedback on performance and effectiveness and develop strong working relationships throughout the industry.
- Assist in the development of project procurement documents for various delivery methods, including Design / Bid / Build, Design and other innovative project delivery methodologies.
- Provide regular detailed reporting/metrics on existing projects, resources allocation, project status completion statistics, any variances to plan and forecasting of future needs.



-
- Review and monitor project work to ensure that progress is within expected guidelines and it is completed on time and within budget.
 - Review and provide recommendations on potential Change Orders to projects and process per contractual requirements, providing detailed analysis of impact to the project, budget and schedule.
 - Regularly attend and/or lead detailed project meetings with contractors, consultants and outside agencies to ensure goals are achieved.
 - Enforce contract compliance for reporting, environmental requirements, scheduling and invoicing.
 - Resolve conflicts with contractors, consultants, field staff. Assumes the lead role in any dispute resolution occurring on assigned projects.
 - Manage project budgets in an effective, efficient manner.
 - Understands the risk management from the design to end of project.
 - Knowledge and experience doing construction business in Indian country and working with TERO/TECRO.

ADDITIONAL RESPONSIBILITIES:

- Complete any other job-related duties as assigned.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Construction Management, Engineering, or related field, plus 3-5 year's leading and managing construction projects. Must possess a valid driver's license and evidence of insurability.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Comprehension of construction drawings, structural drawings and specifications.
- Efficient use of Microsoft Office products and computer-based maintenance and reporting systems such as MS Project, Primavera, MindView.
- Strong interpersonal communication skills with ability to build strong teams and effectively lead and positively influence others.
- Solid analytical, problem solving, resolution and critical thinking skills.
- Embrace the corporation's Lakota values and mission statement.



COMPENSATION:

Salary based on education, qualifications, experience, and salary history. The position is classified as Construction Manager's position according to the Bureau of Labor Statistics wage scale.

CERTIFICATIONS

I have read and understand this job description.

Employee Signature

Job Description Approved:

Executive Director, REDCO

Chairman, Board of Directors