



JOB ANNOUNCEMENT #: 592170

POSITION TITLE: ASSISTANT RESIDENTIAL CONSTRUCTION MANAGER (1 POSITION)

SALARY: NEGOTIABLE

OPENING DATE: MARCH 26, 2024 **MAR 26 2024**

CLOSING DATE: APRIL 09, 2024 OR UNTIL FILLED

SUPERVISOR: DIRECTOR OF CONSTRUCTION MANAGEMENT

TYPE OF EMPLOYMENT: EXEMPT REGULAR FULL-TIME

JOB LOCATION: PUBLIC WORKS DEPARTMENT -
OFFICE OF CONSTRUCTION MANAGEMENT

SCOPE OF SERVICE:

The Assistant Residential Construction Manager provides integral support required for the planning, design, and construction of Mississippi Band of Choctaw Indians (MBCI) Residential projects. The Assistant Residential Construction Manager acts on behalf of MBCI to ensure contractor compliance with construction contract requirements. The Assistant Residential Construction Manager supervises complex construction activities associated with building new or modifying existing housing and infrastructure. The Assistant Residential Construction Manager develops plans for resolving complex Residential construction related issues using a high level of independent judgement. The Assistant Residential Construction Manager develops schedules, evaluates cost estimates, reviews new contracts and contract modifications, and verifies work performed is in accordance with same. The Assistant Residential Construction Manager reviews project plans and specifications for constructability, operability, maintainability, and cost effectiveness.

DUTIES AND RESPONSIBILITIES:

1. Provides recommendations to both MBCI staff and outside design professionals procured by MBCI, utilizing Residential Construction Manager's knowledge of state-of-the-art building practices, probable construction costs, and the ability of local or otherwise feasibly – attainable construction personnel to perform proposed work, with an emphasis on maximum utilization of MBCI resources;

"CHOCTAW SELF-DETERMINATION"

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2. Performs Residential cost estimating (new work/change orders) and cost tracking (ongoing work) using current, fair, and reasonable local market pricing or previously agreed upon unit prices. For projects under construction, The Assistant Residential Construction Manager will provide cost reports as necessary to keep MBCI accurately informed of project costs versus contracted values;
3. Prepares reports of project progress to accurately reflect the current stage of completion versus the projected project schedule. When necessary, The Assistant Residential Construction Manager will alert MBCI of real or potential impacts to the project schedule created by adverse weather, contractor performance, delayed material deliveries or availability, etc.;
4. Provides quality assurance inspection services during construction phases. When a design professional has been employed to provide constructive inspection services, The Assistant Residential Construction Manager will provide assistance and will notify said inspector(s) immediately upon the discovery of materials or workmanship not conforming to the project construction drawings and/or technical specifications. On projects with no contracted inspection, The Assistant Residential Construction Manager will serve as the quality assurance authority, with the power to direct construction contractors as necessary to ensure conformance with the construction documents;
5. Provides on-site coordination services at construction sites. Said coordination will require close and timely communication with construction personnel to address any uncertainties that might arise regarding the work. It will be The Assistant Residential Construction Manager's responsibility to communicate such matters to MBCI when such questions arise so that appropriate responses can be provided in a timeframe that is not detrimental to the project schedule or cost. In cases where the contracted design professional is the appropriate arbitrator of the discussion at hand, The Assistant Residential Construction Manager will be responsible for communicating the information needed to resolve the issue to said professional;
6. Provides recommendations regarding safety at project sites. Although construction contractors will be responsible for ensuring that their personnel follow all required safety guidelines, The Assistant Residential Construction Manager will monitor the overall conduct of contractor personnel, vendors, suppliers, and visitors to the site and will advise said individuals on proper safety practices and procedures as necessary;
7. Provides written and/or visual documentation of work accomplished in the field. Such documentation will include notes, sketches, photographs, and other means as necessary to accurately represent construction work as it progresses from groundbreaking to ribbon-cutting. Such services will include ensuring that the contractors maintain accurate and up-to-date "as-built" drawings to be transferred to MBCI at the completion of construction;
8. Provides recommendations regarding contractor's application for payment and/or invoices. The Assistant Residential Construction Manager will review each application and/or invoice to ensure that

the payments requested by contractors are commensurate with the work completed and materials stored at the time the application and/or invoice is submitted;

9. Provides recommendations regarding additive Change Orders. The Assistant Residential Construction Manager will confirm that additional work beyond that covered by a construction contract is required and/or desirable and that the contractor's proposed cost for such work is fair and equitable. When proposed cost is not acceptable per these criteria, The Assistant Residential Construction Manager will seek to negotiate appropriate terms with the contractor;
10. Provides recommendations regarding deductive Change Orders. The Assistant Residential Construction Manager will confirm that work being removed from a construction contract is required and/or desirable and that the contractor's proposed cost savings to the project for such work is fair and equitable. When proposed cost savings are not acceptable per these criteria, The Assistant Residential Construction Manager will seek to negotiate appropriate terms with the contractor;
11. Provides accurate documentation of work days, including days lost to inclement weather, delayed material deliveries, labor shortages, etc. The Assistant Residential Construction Manager will be required to make recommendations to deny or accept any contractor's request for time extensions due to unavoidable delays;
12. Performs other duties as assigned by supervisor.

WORK ENVIRONMENT:

1. While performing the duties of this job, The Assistant Residential Construction Manager will be exposed to outdoor weather conditions, work on active construction sites, and in typical office settings;
2. Work will often be performed under adverse conditions, i.e., active construction sites with moving heavy equipment and hazardous environments (trip/fall, noise, dust, fumes, open excavations, etc.); and,
3. Some work will occur outside of regular working hours, including nights, weekends, and holidays, should construction schedules dictate such.

PHYSICAL DEMANDS:

1. Ability to sit, stand, walk, bend, stoop, occasionally lift heavy loads (usually 50 pounds or less; however, heavier loads may be encountered). Lifting equipment shall be used whenever possible;

2. Ability to work at a desk or computer terminal for extended periods of time when duties dictate;
3. Ability to work in environments and under conditions as described herein;
4. Ability to walk over rough terrain for extended periods and/or stand for extended periods, while exposed to environmental conditions as described herein; and,
5. Ability to enter, exit, and operate passenger vehicles, including ability to drive or ride as a passenger for extended periods.

TRAVEL:

Most travel will be limited to MBCI communities. Some overnight travel will be required to attend training sessions, meetings, and other information-gathering opportunities. Long-term overnight travel will not be required.

QUALIFICATIONS:

1. AA Degree in Residential Construction related field or at least 10 years documented experience managing Residential construction projects and oversight of large Residential construction projects. Must possess license and/or certifications in Residential housing related field.
2. Demonstrated and documented success managing medium to large Residential and/or public works projects;
3. Thorough knowledge of current national and local building codes and regulations;
4. Ability to accurately review, understand and evaluate construction drawings and specifications, with the ability to determine constructability and to offer suggestions of alternate methods or designs when appropriate;
5. Ability to perform construction estimating and evaluation of construction schedules. An extensive background successfully utilizing multiple delivery methods is desired;
6. Must possess proficient oral and written communication and presentation skills and be able to communicate effectively with wide variety of people with diverse backgrounds of multiple levels and disciplines;
7. Must be able to efficiently and effectively handle multiple and shifting priorities while meeting tight deadlines;

8. Must currently hold and agree to maintain a valid driver's license with a clean driving record. Must be qualified to operate tribally – owned vehicles through Tribal Risk Management at the time of employment;
9. Must be able to effectively communicate and work harmoniously with coworkers and other individuals who may be involved in projects; and,
10. Must be able to receive and carry out verbal and/or written instructions.

STATEMENT OF TRIBAL POLICY REGARDING INDIAN PREFERENCE:

NOTE: The Administrative Personnel Policy and Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved as follows:

“Further bolstering this Native American Preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive branch supervisors, and has no right to direct, demand, or coerce any Executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination. A waiver is not required if no Native American has applied for a position.”

IF INTERESTED, SEND APPLICATION TO:

MISSISSIPPI BAND OF CHOCTAW INDIANS
HUMAN RESOURCES
P.O. BOX 6033 – Choctaw Branch
CHOCTAW, MS 393950