



# MESCALERO APACHE TRIBE

## JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Capital Improvements Manager</b>	
<b>Department:</b>	<b>Housing</b>	
<b>Reports to:</b>	<b>Executive Director</b>	
<b>Employee Status:</b>	<b>Exempt</b>	<b>Grade: E5</b>
<b>Opening date:</b>	<b>January 20, 2021</b>	<b>closing date: February 05, 2021</b>

### **JOB SUMMARY:**

The Capital Improvements Manager- Mescalero Apache Tribe Housing Department (MATHD), is responsible for the efficient development, rehabilitation, review and proper maintenance of all houses, offices and infrastructure of the Mescalero Apache Tribe, and is consistent with applicable MATHD policies, Tribal Ordinances and Federal requirements. He/she is responsible for planning, coordination and supervision of personnel, work processes, procedures, procurement, annual and periodic reviews of housing units, cost forecasting and cost control as required by budgetary constraints, materials management, inventory control, and property disposition, and equipment use, insurance and grant applications. Also performs other duties as assigned.

### **DUTIES AND RESPONSIBILITIES:**

- Supervise and provide leadership and direction to the Maintenance Superintendent, Warehouse Purchasing Clerk/Supervisor, Project Manager, Quality Control Inspector/Environmental Review Technician and Administrative Assistant.
- Assists and coordinates with Executive Director on preparation of Annual Operating Budget and Indian Housing Plan (IHP) application.
- Oversee and assist with all required environmental reviews conducted by the Environmental Review Coordinator.
- Creates and implements program plans, evaluates progress, and adjusts plans and activities as necessary.
- Prepares all necessary data and financial information for reports required by funding sources to meet reporting deadlines.
- Administration of professional and technical contracts, general construction contracts, architect and engineer contracts, supply contracts, etc.
- Preparation of bid advertisement and RFP's, in accordance with the MATHD Procurement Policy.
- Responsible for the acceptance of bids, documentation of data and information received, issuance of Notice to Proceed, preparation of contracts and change orders for signing by MATHD Contract Administrator, monitoring of progress in accordance with construction schedule of completion; having on file a contract register for each contract, and approval of requests for payment.
- Assessments of repairs/renovation requirements of all MATHD housing units. Coordinates required permits and employment issues, as appropriate with Tribal and Federal departments.

- Ensure compliance with MATHD internal controls and other policies governing administrative and procurements matters.

### **SUPERVISORY RELATIONSHIPS:**

The Capital Improvements Manager reports to and receives general direction from the Executive Director Housing Department. He/she is a member of the management team of the MATHD, and therefore may participate freely in the discussion of overall management issues. He/she will show initiative in carrying out assigned duties and responsibilities in a professional and businesslike manner, consistent with MATHD policies and Federal program requirements. He/she provides team leadership and consistent supervision of all staff.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in Construction Management or related field, or may substitute two years of experience for each year of education.

Five years of responsible experience in contract administration/modernization programs.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the Indian Housing Block Grant Program.
- Knowledge of computers in MS Word, MS Excel, and Outlook on personal computers.
- Ability to plan and manage time effectively.
- Ability to work under pressure.
- Ability to communicate effectively and clearly both verbally and in writing.
- Ability to initiate, organize and follow up.
- Must be able to understand applications of regulations, contracts, policies and procedures.
- Ability to establish a good rapport with the general public, residents, contractors, suppliers and co-workers.
- Must be able to handle multiple tasks and complete projects within specified timeframes.

### **SPECIAL REQUIREMENTS:**

Must possess a valid New Mexico State Driver's license and be insurable under the Mescalero Apache Tribe Insurance. Must successfully clear an extensive Criminal Background inquiry and pre-employment drug screen.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to fingers, handle, or feel, and reach with hands and arms above shoulder level. The employee frequently is required to stoop, kneel, crouch, or crawl, and talk and hear. The employee occasionally is required to sit, climb or balance, and smell. The employee must be able to push/pull/lift and/or move up to 25 pounds.

### **WORK ENVIRONMENT:**

Work is generally performed in an office setting, housing unit and outdoors with moderate noise level. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.