



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title:	Construction Supervisor	
Department:	Housing	
Employment Status:	Exempt	Grade: E4
Opening date: October 6, 2021	closing date October 18, 2021	

Job Summary

Oversees and coordinates construction, rehabilitation and home improvement projects. Ensures timely planning, scheduling, and controlling is present to produce quality, timely job completions and budget compliance.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Coordinates all facets of construction management ensuring quality and efficiency, including: preparing and reviewing contract document prior to bidding or award; managing project budgets; overseeing construction office operations; ensuring appropriate documentation; and quality assurance.
- Plans and manages overall construction and rehabilitation projects including preparation of job-specific plans and specifications and scheduling.
- Reviews and monitors contractor performance to include compliance with planning and development budgets; recommends and implements modifications to contract changes.
- Provides project management services for assigned projects, including review and/or development of projects programs and budget, estimates, scope of work plans, specifications, labor scheduling and control expenditures of project funds, review plans and specifications prepared by outside consultants.
- Conducts on-site inspections and observations of the work in compliance.
- Inspects a variety of construction projects to determine compliance with construction documentation and contractual obligations.
- Assures construction is completed in compliance with the Building Code or the appropriate International Residential Code.
- Accompanies inspectors to work site.
- Designs and develops a comprehensive plan and schedule for implementing projects; initiates and monitors all activities essential to the plan schedule.
- Coordinates all project meetings, such as: consultations; pre-construction; monthly meetings; interim conference; final inspection; and other necessary meetings.
- Reviews and recommends construction changes orders, and monitors construction progress with construction schedules.
- Coordinates projects with homeowners.
- Conducts procurements in compliance with HUD regulations i.e. micro purchasing and small purchases.
- Obtains, develops and maintains necessary personnel, training, and equipment to achieve financial, operational, and guest service expectations.
- Prepares and submits monthly and quarterly reports and other special reports as required.
- Documents and reports any known or suspected instances of child abuse.

- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- General Contractor's License or seven years experience in the building trades.
- Project management certification preferred.
- Must have a valid NM Driver's License.
- Must be insurance under the insurance and vehicle policies.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of building, fire, life and safety, energy and state codes and the principles and interpretation of the International Residential Code.
- Knowledge of local, state, tribal and federal laws governing public and other subsidized housing programs, including health and fire regulations, landlord/tenant relationships, leasing of property, evictions, maintenance, and housing rehabilitation and modernization activities.
- Skill in applying architectural and construction techniques and methods to resolve technical problems.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in displaying mature, patient, and understanding behavior.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparing reports and correspondence.
- Ability to read and interpret blueprints, construction drawings, and other related documentation.
- Ability to communicate effectively both verbally and in writing.
- Ability to handle multiple tasks and meet strict deadlines.
- Ability to use excellent communication skills with especially good listening skills.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.

Physical Demands

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

WORK ENVIRONMENT

Work is performed both indoors and outdoors with moderate to loud noise levels. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.