



Construction Manager/Civil Engineer Assistant

Reports to: Physical Resource Director

Effective:

Salary (Grade): DOE

Status: Contractual

Location: Physical Resource Department

Job Purpose & Position Overview:

This position is a non-supervisory position that is responsible for providing clerical and other assistance for the Construction Management program and Tribal Organization. This position is responsible for coordinating construction for projects funded through Indian Health Service, Bureau of Indian Affairs, Winnebago Tribe of Nebraska, and others. This position will also be responsible for coordinating, managing, organizing, and archiving construction documents for completed projects. The incumbent will report directly to the Physical Resources Director. The work requires specific interaction with other tribal programs, tribal members, independent contractors, B.I.A., I.H.S. and others as necessary.

Specific Job Duties/Responsibilities:

- Development of proposals for A & E construction contracts for tribal projects; which includes but not limited to facility, infrastructure maintenance, repairs, renovation and construction.
- Development of plans and technical specifications for small construction projects where an outside A & E firm is not retained. Communicate requirements and specifications of the tribe to the A & E firm and coordinate with the A & E firm throughout the planning and design process.
- Evaluation of bids and recommendation of contractor
- Negotiations (on behalf of the Tribe) with prospective A & E and construction contractors.
- On-site inspections for projects regardless of scope
- Written and verbal communication with contractors regarding changes required to remain in compliance with applicable standards.
- Assist the tribe updating and maintaining a construction planning and procurement process.
- Enforcing and updating building codes.
- Inspect and provide checklists to ensure all projects are constructed according to applicable standards.
- Work with an apprentice/s if requested in providing on-the-job training.
- Submission of monthly progress reports to Physical Resource Director, CEO and Tribal Council.
- Knowledge of advertising RFP's, RFQ's, and selection process with all tribal programs & entities.
- Implementing and updating AOPs and SOPs for Construction Management Program.
- Assist with any internal inspection regarding small construction projects within Tribal Organization.
- Attend all departmental and program meetings as required.

Required Qualifications/Skills:

- Bachelor's Degree of Science in Engineering
- Civil Engineer License not required but preferred.
- Knowledge of all office machine equipment, and general clerical work experience.
- Must have typing skills.

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- Experience using computer software such as Word, Excel, Adobe, autocad and other database management software.
- Knowledge of financial record keeping (basic accounting, bookkeeping, etc.)
- Ability to deal with the public courteously and tactfully and to convey concise and accurate explanation of policies and procedures.
- Ability to maintain and organize information within prescribed systems and procedures.
- Must be able to maintain confidentiality of information.

Training Requirements:

- Must be willing to attend meetings and training courses as requested.

Physical Requirements:

- Normal to light office work which includes the ability to lift up to 75 lbs.
- Regularly required to walk, stand, and sit for extended periods of time and use hands to operate computer keyboard, phone, and various office equipment.
- While performing daily duties, the employee is regularly required to talk and listen.

Mental Requirements:

- Reading, writing, calculating
- Above average social interaction skills
- Reasoning/Analysis
- Works with minimal to no supervision.

Language Requirements:

- Must possess the ability to read, write, and speak the English language fluently.
- Must be able to continually and effectively employ professional verbal and written communications skills.

HOW TO APPLY:

- Submit an application at www.winnebagoTribe.com, a resume, cover letter, and two (2) letters of recommendation are required. Applications submitted after the closing date or without proper documents will not be considered.
- If claiming Native American or Veteran preference, please include pertinent documentation.
- Call Human Resources at 402-878-2272 for further information.

As provided by Federal Law, all qualified Native American applicants shall receive preference over Non-Native American applicants. In the absence of qualified Native American applicants, consideration will be given to all other applicants without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status, genetic information, disability or any other reason prohibited by law in provision of employment opportunities and benefits.

JOB CLEARANCE SIGNATURE

DATE

EMPLOYEE SIGNATURE

DATE