



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	QHA-1400-001	<b>Last Revised:</b>	06/14/2013
<b>Position Title:</b>	Construction Manager	<b>Department:</b>	QHA Warehouse
<b>Reports to:</b>	Director of Housing	<b>Division:</b>	Housing

**Primary Function:** Oversees and directs the technical, physical, budgeting, designing, estimating and planning of all residential construction related activities of planning for new houses. Prepares Invitation to Bids, Request for Proposal, and reports to EBCI & HUD and Board of Commissioners. Trains, supervises and evaluates the performance of assigned staff in the authority to ensure a productive, regulation compliance, and safe operation.

**Job Duties and Responsibilities:**

- Directs and oversees new construction operations on a daily basis including the actions, performance and attendance of the construction employees, contractors, and sub-contractors to ensure compliance with EBCI & QHA policies and procedures.
- Performs a random review of the daily performance and attendance of the Construction Program crews to insure compliance with EBCI & QHA policies and procedures are being adhered to by the appropriate managers.
- Prepares final budgets and schedules for the construction program activities.
- Prepares preliminary house plans for new development and future projects, for participant and staff concurrence.
- Coordinates the final design with architects/engineers, inspectors and related officials.
- Prepares and administers all invitation to bid and request for proposals, contracts, and agreements for all construction contracts in compliance with EBCI & HUD procurement policies and procedures.
- Ensures all small purchases procedures comply with the EBCI & QHA procurement policies and procedures.
- Ensures all procurement complies with the EBCI & TERO preference policies and procedures.
- Coordinates with the Construction and Development Programs to ensure that all required crews, tools, equipment and contractors are available for a timely completion of the respected job(s), repairs etc.
- Reviews progress and performance of the crews and contractors for compliance with the proposed schedule to insure accurate and timely completion periods.
- Works in coordination of other departments in relation to construction and management operations.
- Provides direct and immediate assistance and evaluation of all damages incurred because of fire, flood, storm or other catastrophe.
- Participates in reviewing and updating personnel and procurement policies of the EBCI & QHA.
- Assists other departments in design and engineering practices and methods.
- Prepares reports to EBCI & HUD as directed.
- Prepares monthly reports to the QHA Board of Commissioners.
- Performs other duties and special projects as assigned by Deputy Housing Officer, Director of Housing.

**Education /Experience:**

BS/BA degree is preferred in urban planning, business, community design, public administration, project management or other housing related field; or, in lieu of a degree, strong skills, high level

experience and training (totaling at least 10 years) may be substituted only if this clearly indicates competency to succeed in this position. Must have a minimum of five years in a progressively responsible supervisory management role in at least one of the program areas listed above. Project management experience is preferred. One year would be necessary to become proficient in most phases of this position eight (8) years of experience in all phases of Residential Construction methods, and heavy Equipment operation, contract administration, supervisory, building, design, related work. Must be proficient in the use of personnel computers.

<b>Job Knowledge:</b>	Must possess a working knowledge of Contract Administration, Federal Housing Programs Rules and Regulations, OSHA and NEPA standards and compliance. Ability to read blue prints and specifications , surveyors' maps etc., and any other technical engineering/architectural documents related to the construction of a home, knowledge of all building materials, building codes, tools, construction phases, safety methods and trades involved, house-site excavation, roads, drainage, erosion control, wells and sewer systems. Identify and prescribe maintenance work, housing rehabilitation and renovation required for housing units to meet standards, codes, and regulations. Preparation of job specifications as required must be proficient in Word and Excel, supervision of various construction crews, general knowledge of HUD and the EBCI Procurement Policy. Become familiar with Code of Federal Regulations handbook. Approximately two years to become proficient in this position.
<b>Complexity of Duties:</b>	Duties require the application of administrative and independent judgment and problem solving skills in order to be effective. Tasks are complex and often require resourcefulness and initiative to be successful. Receive, evaluate and resolve any unexpected situations being physical, mental or public related.
<b>Contact with Others:</b>	Has frequent contact with Employees, individual contractors, HUD Representatives, Insurance Representatives, Directors, Tribal Agencies, Governmental Contractors, Federal Agencies, Engineers, Architects and subject to others. Attend technical workshops to keep updated on HUD revisions, changes, training etc. Subject to represent QHA on select EBCI program committees.
<b>Confidential Data:</b>	Has access to all department reports, budget amounts, employee wages, contractor bids, and Homebuyer and personnel files. Information contained in all files is not public record and must be kept confidential. Incumbent must abide by the EBCI and QHA confidential policy.
<b>Mental /Visual /Physical Effort:</b>	Most work involves recurring tasks; each situation must be assessed and requires extreme concentration. Physical effort requires standing, walking, sitting, climbing, reaching with hands and arms, hear and speak. Considerable amount thinking, decision making, walking and driving a vehicle is required. Must pass a mandatory drug test, possess a valid NC operator's license and meet EBCI & QHA requirements to operate a company vehicle.
<b>Environment:</b>	Most work is performed in an office setting, although subject to outside with exposure to all kinds of extreme & inclement weather conditions and terrain. Subject to resolve irate conditions with participants, employees, contractors, vendors and others.
<b>Extent of Supervision:</b>	Has the authority to issue disciplinary actions according to EBCI & QHA policies and procedures to construction employees, contractors, and vendors. Responsible for the program budget, corrective actions, training, performance management process (annual evaluations), and compensation of subordinates.
<b>Scope of Supervision:</b>	Supervises approximately three to five subordinates, including all QHA related construction (0-10) contractors. Works under the general directions of the Director of Housing and the Board of

Commissioners, expected to schedule own work and operate with little or no supervision. Has wide latitude for the exercise of initiatives, discretion and independent thinking.

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**Responsibility for  
Accuracy:**

A very high degree of accuracy is imperative. Responsible for the accuracy of the work performed by subordinates. Responsible for the expenditure of funds, policy compliance, and adherence to HUD, tribal, state, and federal policy and programs. Much of the work is reviewed by others. Errors could have minimal or far reaching effects which could affect the funding of future HUD grants. Errors would be a serious loss, could result in confusion within own department as well as others.