



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	971039003	Last Revised:	11/16/2010
Position Title:	Project Monitor	Department:	Project Management
Reports to:	Project Management Manager	Division:	Operations

Primary Function: Performs a wide variety of construction project related duties to insure compliance with contract documents, technical plans and specifications, and local building codes. Work includes, insuring contractor's compliance with plans and specifications, participating in meetings regarding scheduling and construction of projects, materials to be utilized, costs incurred and payments authorized. Focuses on quality control of on-going construction as well as contract schedule and budget.

Job Duties and Responsibilities:

- Interact with internal and external customers / clients in a polite and professional manner.
- Reads and interprets plans for construction of various projects undertaken by the EBCI
- Evaluates technical plans and specifications for applicability to proposed construction
- Inspects daily construction for compliance with plans and specifications
- The primary field operative for the Project Management Program in providing a quality assurance and quality control during construction
- Evaluates potential conflicts between construction drawings and existing field conditions and works with contractor to resolve and remediate
- Calls in senior management staff when resolution of construction conflicts or changes in field conditions warrant a change in the scope or overall cost of the project
- Maintains log of workers, equipment, and progress on construction sites through daily written reports
- Reviews all approved submittals and becomes familiar with materials and means or methods of construction
- Maintains files of approved project submittals including both written and electronic copies
- Organizes, files and distributes Operation and Maintenance Manuals at the conclusion of each project
- Uses testing equipment to determine grades, compaction, materials condition, etc.
- Monitors geo-technical and materials testing procedures for compliance with ASTM and ACI standards
- Maintains proper certifications for testing of materials and building conditions to include but not limited to American Concrete Institute, Troxler Nuclear Density Testing, and NC Building Code Compliance (Electrical, Structural, Mechanical and Plumbing)
- Maintains certifications in OSHA Trench, ladder and general construction site safety to insure safety of construction workers on each project.
- Maintains CPR and First aid certifications for emergency response to job-site accidents
- Visits each assigned construction project daily to insure a tribal presence and the highest possible quality of construction is provided
- Attends and participates in monthly construction progress meetings with the EBCI Senior Project Managers, the General Contractor and all relevant sub-contractors
- Monitors the construction schedule and flags potential risks of delay for finishing on time

- Field checks materials for construction for compliance with construction drawings, technical specifications and approved submittals
- Requires the ability to read and interpret maps and plans.
- Develops and maintains a professional relationship with other Tribal programs providing technical assistance directed at the satisfactory completion of projects that they will be utilizing.
- Must possess good judgment, strong organizational skills, and a positive attitude. Must be flexible, self – initiated, tactful and discrete.
- Performs all duties according to established safety guidelines and Tribal policies.
- Performs other duties requested by supervisor.

**Education
/Experience:**

- A Bachelor's degree in Project Management, Engineering, Construction Management, Engineering Technology or a related field is required.
- Minimum of 2 years of experience in building or infrastructure construction planning, design or monitoring required.
- The candidate must be able to attend classes and pass the certification examinations for the following within 24 months of hire a: NC State Building Code Inspector level 1 (mechanical, structural, electrical, or plumbing), ACI concrete testing, ASTM materials testing and sampling, Troxler nuclear density testing is required.
- Valid NC Driver's License required. Requires at least nine months to become proficient in most phases of the job.

Job Knowledge:

Must have:

- The ability to read and interpret building plans and specifications
- Thorough knowledge of the means and methods for building and infrastructure construction
- A thorough knowledge of materials, equipment, and potential violations during various stages of construction
- The ability to read and interpret contracts, grants and related documents as they apply to construction, reporting, and scheduling
- A working knowledge of plumbing, electrical, and mechanical appliances and fixtures
- Knowledge of local, state, and tribal building codes and laws
- Ability to communicate, both in writing and orally
- Good math skills in order to estimate quantities or calculate various areas or volumes as they relate to construction quantities
- Capability of working independently and as a member of a team
- Ability to use a variety of tools and equipment including standard construction equipment such as transits, levels, rulers, engineers or architect's scales, and wide format plotters etc.
- Skills and experience in Microsoft Office Suite and the Internet Explorer

**Complexity of
Duties:**

Monitors construction of complex structures for compliance with detailed construction plans and technical specifications. Must have the capacity to review and evaluate all points of consideration regarding construction and needed changes to plans. Must use good judgment and initiative when evaluating various changes in condition and proposed construction alternatives. Must respond appropriately to impromptu questions from contractors and other officials visiting the project site. Must monitor compliance to a variety of regulations dealing with Federal, State and Foundation grants.

**Contact with
Others:**

Has daily contact with co-workers and contractors to discuss construction concerns, scheduling or costs. Intermittent contact with officials of Tribal government when called upon for updates to project status. The purpose of this contact is typically for the exchange information between

the official and the Project Management team. These exchanges must be made with courtesy and professional decorum.

Confidential Data:	Has access to project plans, project budgets, and bid data which must be kept confidential. Lawsuits, damage to program reputation, accusations of “bid rigging” or collusion, or conflicts of interest could result in improper disclosure of project information. Must adhere to all Tribal confidentiality policies and procedures.
Mental / Visual / Physical Effort:	<p>Requires intense thought and graphical visioning</p> <ul style="list-style-type: none">• For the review of technical documents including construction drawings and specifications in order to understand what is planned• Visualization of the picture on paper through the construction process and sequencing to the finished work• Detailed analysis of construction materials and techniques to insure compliance with contract documents and approved factory supplied literature <p>Requires significant physical effort:</p> <ul style="list-style-type: none">• Work will be primarily on construction sites with uneven ground and multiple trip or fall hazards always present• Climbing up and down ladders to rooftops or into underground structures up to 30 feet.• Lifting, carrying and setting up tools of the trade such as levels, transits or nuclear density testing equipment that could weigh up to 75 pounds, must be able to carry 50 pounds on a repetitive basis.• Standing for extended periods of time on project sites can be expected daily
Environment:	Works 80% or more of each day on project sites outside of a traditional office setting. Poor working conditions such as, extreme temperature variations, snow, rain, mud, and high winds will be a routine part of the workday. Somewhat less than 20% of each day will be spent in an office environment working on reports, filing, meetings, or general office duties.
Supervision Received:	Works under the supervision of the Manager of the EBCI Project Management Program, but spends a great deal of each day in the field without direct oversight of supervision. Has a great deal of latitude in working with contractors to implement and approve no cost field changes which prevent delays and avoid impediments to construction.
Responsibility for Accuracy:	Must insure that materials and construction are provided and installed in accordance with the engineered drawings and specifications. Issues of compliance with life safety codes and negligent liability could result from failure to adequately perform duties of this position. Undetected or unreported errors in workmanship or materials could result in major cost increases and delays in the completion of construction.