



Eastern Band of Cherokee Indians

DIRECTOR – CONSTRUCTION MANAGEMENT

Position Description

Program:	Housing Program	Reports to:	Secretary of Housing
Division:	Housing	Position Number:	972213002
Classification:	Exempt	Revision Date:	05/08/2024
Pay Level:	17	Safety Sensitive:	No
PERFORMANCE EXPECTATIONS			

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

To serve as the day-to-day supervisor for primary construction operations including planning, directing, and coordinating at the Cherokee Indian Housing Division (CIHD) in addition to coordination of resource allocations to accomplish Housing Division goals. Reports to and provides technical support for the Secretary of Housing. Provides high-level management of client-driven housing service delivery system. Seeks and participates in comprehensive planning approaches to Tribal community development, working with counterparts in other development and service delivery areas/divisions. Assists in managing CIHD finances including monitoring Federal expenditures and reporting same to HUD. Through planning and implementation strategies, finalizes program designs, policies, procedures, and new program start-up efforts. Through planning and implementation strategies, finalizes program designs, policies, procedures, and new program start-up efforts. Assists in preparation of annual budget and HUD required operating administrative plan. Trains, supervises and evaluates the performance of assigned staff in the Division to insure a productive, regulation compliant and safe operation. Functions include planning and development of all multi-family apartment developments, single-family home construction, rehabbing of apartments and houses, infrastructure and sub-divisions. This position is a key figure in overseeing all construction. Position utilizes business acumen and trade expertise to manage and lead construction crews, ensuring that projects are executed according to the project owner's vision.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- **Project Oversight:** Responsible for every aspect of a construction project, from the approval of plans to completion of project. Utilizes business acumen and trade expertise to manage and lead construction crews. Planning and development of multi-family apartments, single-family house construction, rehabbing of apartments and houses. Ensures that projects are executed according to plan.
- **Project Management:** Coordinates the overall direction of the project, ensuring that each phase is completed on time and according to plan.
- **Resource Management:** Coordinates workers, sub-contractors, supplies and equipment.
- **Compliance:** Ensures that the project meets industry standards and compliance with state, federal, and tribal regulations.
- **Administrative Tasks:** Handles administrative matters related to staff, contractors and projects.
- **Safety Oversight:** Ensuring safety protocols are followed.
- **Relationship Building:** Maintains positive relationships with Tribal divisions and departments, as well as project stakeholders and project neighbors.

Position Description

Scope of Supervision:

Directly supervises three to five subordinates who are in charge of departments with staff. Works under the general guidance of the Secretary of Housing or designee within established guidelines.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** Seven (7) years of related experience required. Experience to include housing, construction, business; including 5 years in a progressively responsible supervisory management role.
- Education:** Bachelor's Degree in related field required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional: 5 years with a High School Diploma/GED equivalent; or 3 years with an associate degree.
- Licenses & Certifications:** Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Project Management: Coordinating complex and multifaced projects.
- Time Management: Efficiently managing schedules.
- Problem Solving: Addressing challenges that arise during construction and rehab.
- Negotiation: Dealing with contracts and vendors.
- Collaboration: Working with various stakeholders.
- Professionalism: Representing the project and the Eastern Band of Cherokee Indians.
- Strong Work Ethic: Ensuring project success.
- Must have the ability to plan, organize, supervise, and direct the operations of the program.
- Knowledge of management principles and methods of administration are required including budgeting, finance, and the preparation of formal reports, both oral and written are required.
- Must be able to work independently and as a team.
- Must have the ability to motivate employees, issue clear and concise instructions.
- Six to nine months would be necessary to become proficient in most phases of the job.

Safety/Accuracy Focus:

Probable errors may be serious involving losses such as improper costs, failure to take discounts, overpayment, loss or delayed production, waste of material, damage to equipment, loss of employee, supplier, or customer goodwill, etc. Errors could have far reached effects which could affect the housing and services development of the Qualla Boundary and cause ill will in the community. Responsible for accuracy of work performed by subordinates. Responsible for the expenditures of Tribal funds, policy formulation, and responsible for overseeing that all programs are carried out in an efficient and timely manner where accuracy is paramount.

Key Relationships:

Outside (Building Inspectors, Developers, Public Officials, Planners, etc.) or inside contacts (program managers/subordinates/Tribal employees) are with persons with varying rank, requiring a high degree of tact, courtesy, and a good sense of etiquette, involving explanations, negotiations, discussions, or solution of technical or staff type problems. Has frequent contact with other Deputy Officers, Executive Committee and Tribal Council.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Position Description

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Works with or has access to a variety of highly confidential management operational, functional or technical information and data, requiring a high degree of discretion to safeguard the EBCI's interests and employee relations. Will have access to multiple levels of confidential data, including detailed accounts, payroll, personnel files, housing systems, program files, memos, contracts/proposals, budget information and other information all of which are considered highly confidential. Must adhere to all Tribal confidentiality policies and procedures.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Difficult work on highly technical or complicated housing and services projects and problems presenting a variety of new or constantly changing variable or considerations. Duties require outstanding judgment, creativity, initiative and ability to deal with complex factors. Tasks are complex and often require resourcefulness and initiative to be successful. Must use problem-solving skills and be able to collect and analyze in performing duties.

PREFERRED QUALIFICATIONS

Degree in construction management, project management, construction engineering or civil engineering. High-level organizational management or project management experience is also preferred.

WORK ENVIRONMENT

- Work Environment:** Normal surrounding with almost complete absence of disagreeable conditions. Usual office working conditions with occasional visits to construction sites.
- Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Mental concentration varies depending on the tasks at hand. High levels of concentration are required while handling multiple projects and programs. Subject to frequent interruptions, both by phone and in person, this requires varied responses with each contact. While performing duties one is required to walk, sit, stand, reach with hands and arms, speak, hear, and seeing.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.
- Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."
- Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **Director – Construction Management** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date