



PROJECT MANAGER
ABANDONED MINE LAND PROGRAM
DEPARTMENT OF NATURAL RESOURCES

REPORTS TO: PROGRAM MANAGER
SALARY RANGE: 40
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

This position is responsible for management services and performing inspection of assigned project; including the planning designs, construction, site representative (inspector), scheduling, coordinating and monitoring of project activity and for ensuring projects are completed within budget.

The personal contacts may include Federal, Tribal, State and Village officials, design firms, construction contractors, consultants, office staff, Tribal employees, general public and tribal committees. Contacts are for the purpose of planning, design, document preparation, bid/awarding construction contracts, conducting on-site inspections, meetings and coordination of construction project activities and to exchange factual information.

ESSENTIAL FUNCTIONS

(This is not a comprehensive listing of all duties. This listing is ILLUSTRATIVE ONLY and not intended to be all inclusive or restrictive.)

1. Assists, compile and prepare AML public Facilities Projects (PFP) construction grant applications in accordance with the Office of Surface Mining (OSM) Federal Assistance Manual. Schedule and coordinate NEPA requirements and obtains the necessary village approval and landowner consent.
2. Manage and responsible for the coordination of the architectural/engineer (consultants) "scope of work" in regards to the planning and design (drawing and specification) phase of work for the assigned AML PFP. Assist and be responsible for the professional quality, technical accuracy of construction documents and other services furnished by a design firm.
3. Manage and responsible for the AML PFP construction section; includes coordination of all drawings, specifications, estimate, and contract documents for the Hopi AML Program in accordance with both the Hopi Tribe and OSM regulations and requirements.
4. Assist the Program Manager with the construction contract bidding process, pre-bid conference meetings, bid opening, and conduct on-site visits. Assist with the review of bid proposals and make recommendations for the award of the final contact to the successful bidder. Conduct pre-construction and post construction meetings.
5. Review contract and construction documents prior to the start of construction and make recommendations for all revisions or amendments to contracts or construction documents. Closely review and monitor contracts to ensure compliance with tribal procurement policies and procedures.
6. Performs on-site inspection of construction work in progress, to assure conformance to construction documents; plan specifications, agreements, etc., as well as other Tribal or Federal (EPA) requirements. The position will utilize the Duties, Responsibilities and Limitations of Authority of the Project Representative as guidance when performing inspector functions
7. Provide the Hopi AML Program Manager with progress reports regarding construction activities, review all change orders, product submittals, and make recommendations to Program Manager for final approval. Provide technical recommendations regarding construction adjustments to conform to Tribal and Federal rules and regulations. Prepare semi-annual and annual close-out reports on construction project accomplishments.
8. Conduct and coordinate meetings with affected Villages, architectural/engineer consultant, contractors and the Hopi AML Program regarding Public Facilities Project (PFP).
9. Assist Program Manager with the development of the Request for Proposals (RFP) solicitation from contractors in order to provide professional construction services for Tribal or Village Public Facilities Projects.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of construction administration principles, practices and methods including project estimation, scheduling and cost monitoring
- Knowledge and principles of building construction design/plans, specifications and contract documents, codes and including the area of civil, mechanical and electrical
- Knowledge of applicable Federal environmental regulations, i.e., National Environmental Policy Act (NEPA), Threatened & Endangered Species (T&A), etc.
- Good skill in written and verbal communication for developing and preparing grant proposals/contracts and technical reports; and to conduct public meetings/hearings
- Good skills in the interpretation and application of Federal and Tribal policies and administrative procedures.
- Good skills in motivating and creating an atmosphere for growth and effectiveness in tribal management
- Ability to analyze and interpret construction issues and to work closely with the Program Manager and contractors to develop and implement solutions, including the construction project design, plans, specifications, schedule estimates and cost control
- Ability to read and interpret construction drawings, shop drawings and technical specifications
- Ability to plan, supervise and accomplish work in accordance with established objectives, priorities and timelines
- Ability to prepare concise and informative reports
- Ability to establish and maintain effective working relationships with others

MINIMUM QUALIFICATIONS

Education: Bachelors of Science Degree in Engineering, Construction Management, Natural Resources Management, or closely related field;

AND

Training: Certification and completion of technical training in the area of construction administration and in one or more of the construction trades; carpentry, electrical, heavy equipment, masonry, plumbing

AND

Experience: Four (4) years of work experience in planning, design coordination and construction administration/management;

OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

NECESSARY REQUIREMENTS

1. Shall possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening in accordance with the Hopi Tribe Human Resources Policies & Procedures.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.