



## **Job Title: SMALL PROJECTS MANAGER**

**Department /Office:** Office of Facilities & Risk Management Services

**Reports to Whom (title):** Director

**Salary /Hourly Range:** 30

**Job Classification Code:** 5606

**Level of Background Check:** 1B

**Status:** Non- Exempt; Full-time, Part-time, Temporary

**Driving Required:** Yes

**Revised:** 08/25/2014

### **JOB DESCRIPTION:**

This position is responsible for the planning, executing, and finalizing projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager will define the project's objectives and oversee quality control throughout its life cycle necessary to support the Office of Facilities & Risk Management Services' mission.

### **KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Responsible for direct managing of project development from beginning to end, defining project scope, goals and deliverables in collaboration with stakeholders.
2. Collaborate with team members and stakeholders in a timely and clear fashion; project plans, progress reports, proposals, required documentation and associated documents effectively communicating project expectations and timelines, identifying and managing project dependencies and milestones using appropriate tools.
3. When required, assess need for additional staff and partner with other department managers for the acquisition of required personnel from within the Hopi Tribe.
4. Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work, build, develop, and grow any business relationships vital to the success of the project
5. Define project success criteria, analyze results and troubleshoot problem areas following completion of project and disseminate them to involved parties of the project.
6. Prepares and submits narrative and statistical reports/data to supervisor as required.
7. Performs other related duties as assigned and authorized by the supervisor to meet office goals and objectives.

### **PERSONAL CONTACTS:**

Contacts are with employees within/outside the immediate work area, supervisor, Independent Contractors/Consultants, relevant Safety and Utility representatives, and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts, provide assistance and establish a network of resources.

### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work requires some physical exertion such as long periods of standing, walking, recurring bending, crouching, stooping, stretching, reaching or similar activities and lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity. The work involves moderate risks or discomforts, which requires special safety precautions, i.e., working around moving parts, machines, exposure to contagious diseases or irritant chemicals, etc. The incumbent may be required to wear protective clothing or gear such as, but not all inclusive, masks, outgear, steel-toed boots, goggles, gloves or Hardhats. Travel on and off the reservation is required.

### **MINIMUM QUALIFICATIONS:**

1. **Required Education, Training and Experience:**
  - A. Education : Certificate in Construction Field, Safety Administration, Planning/Design, Occupational Health or related area;  
AND
  - B. Experience: Five (5) years work experience in a technical industry field, or Project Manager of construction project;  
OR
  - C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties and responsibilities of the position.
2. **Required Knowledge, Skills and Abilities:**
  - A. Knowledge :
    - Knowledge of EPA, OSHA, ANSI, NFPA and NHTSA regulations and guidelines
    - Knowledge of usual technical terminology used in construction projects
    - Knowledge of a business organization and processes
    - Knowledge of computer systems in basic office software and applications pertinent to Project Management
  - B. Skills :
    - Excellent verbal and written communication skills to prepare technical and non-technical correspondence, reports and conduct concise presentations
    - Good investigative skills
    - Excellent human and public relations skills
  - C. Abilities :
    - Ability to write accurate progress reports and letters
    - Ability to work with consultants independently and completes pertinent forms
    - Ability to compile accurate reports and statistical data on projects and recommend appropriate methods of improvement
    - Ability to establish and maintain professional working relationships with others

### **NECESSARY SPECIAL REQUIREMENTS:**

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.

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