



Consolidated Tribal Health Project, Inc.

Construction Project Manager

Department: Administration	Reports To: Executive Director
FLSA Status	Pay Grade: Contractor
Classification:	Hours of Work:
Covered Position:	Approved: 2/6/2022

Job Summary

This position serves as Construction Project Manager and is responsible for planning and overseeing a specific project or a wide range of different construction projects from beginning to end. They balance the budget, keep track of supplies, collaborate with subcontractors, and ensure all regulations are met and permits acquired. The Construction Project Manager will handle both administrative and hands-on work while managing construction projects.

Job Duties & Responsibilities

- Oversee construction projects from beginning to end.
- Create and manage the RFP process.
- Manage the budget and estimate costs.
- Determine the necessary equipment, materials, and manpower needed.
- Keep track of inventory, tools, and equipment
- Ensure supplies and equipment are ordered and delivered according to schedule.
- Prepare reports regarding job status and submit to Building Committee and Board of Directors.
- Inform the Board of Directors of any problems that may arise.
- Ensure compliance with safety regulations and building codes, Federal, State and County codes.
- Evaluate risks.
- Oversee construction workers and construction laborers depending on the size of the project.
- Collaborate with subcontractors, engineers, architects, and key team members of the project teams.
- Coordinate with the Structural Engineer, Architect, Civil Engineer
- Manage the Mechanical, Electrical and Plumbing Contractors.
- Negotiate with external vendors on contract agreements.
- Change orders will need to be authorized by the Board of Directors.
- Obtain the appropriate permits and licenses from authorities for construction site.
- Plan construction operations
- Develop the project timeline and ensure all deadlines are met.
- Hire contractors and staff including construction laborers.
- Allocate and manage resources to ensure that they are available when they are needed throughout the construction project.
- Handle any environmental or local community issues that may come up during a project.

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- Conduct site checks to monitor progress and quality standards.

Minimum Qualifications (Education & Experience)

- BS/BA degree in, Building Science, Engineering, Construction Management, or another related field.
- Five (5) years of experience leading construction projects.
- Proof of valid driver license, with a clean driving record.
- Current valid California Contractor License

Preferred Qualifications (Education & Experience)

- Fifteen (15) years of experience leading and/or administering construction projects.
- Project Management Professional (PMP) or equivalent certification.
- Indian Preference applies to all Consolidated Tribal Health Project (CTHP) positions in accordance with CTHP Policy and applicable federal law.

Necessary Knowledge, Skills, and Abilities

- Extensive previous work experience managing construction projects.
- Strong understanding and sensitivity to American Indian/Tribal culture and lifestyle, working effectively with American Indian/Alaska Native populations.
- Compliance with Section 106.
- Effective oral and written communications.
- Skilled in operating personal computer using a variety of computer software.
- Familiarity/Skilled in construction and project management software, i.e. Auto Cad and associated engineering programs.
- Ability to establish and maintain cooperative working relationships with management, coworkers, and outside contacts.
- Excellent knowledge of construction materials and equipment.
- Management of job costing of projects.
- Ability to maintain strict confidentiality and comply with all applicable federal and tribal privacy laws, as well as CTHP policy (HIPAA, HITECH, etc.).
- Conflict resolution and conflict management experience.
- Ability to manage multiple priorities and tasks concurrently and meet deadlines.
- Ability to work independently as well as with teams.
- Knowledge of County codes, NEPA r, OMB Circular and OSHPOD, requirements.
- Experience working with contractors, subcontractors, and County building departments,

Working Conditions

The physical demands described here are representative of those that must be met by a contractor to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the contractor is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The contractor is frequently required to stand and/or sit. The employee is occasionally required to walk; sit and climb or balance. The contractor must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and depth perception. The noise level in the work environment is usually average.

Conditions of Hire

- Required to possess and maintain a valid driver license as well as be insurable by CTHP's company insurance.

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- CTHP complies with the Drug-Free Workplace Act of 1988, whereby contractors shall not manufacture, distribute, dispense, possess, use, or be under the influence of drugs or alcohol, and must pass a pre-employment and subsequent random drug and alcohol screening to be eligible for and maintain employment.
- CTHP has several positions which must comply with the P.L. 101-630 Indian Child Protection and Family Violence Protection Act (ICPA); all employment offers in the "covered" classification are conditional until CTHP has received a Federal criminal background check verifying eligibility to work in these programs.
- Due to providing healthcare services contractors are subject to an annual TB screen and flu shot and any other vaccines deemed appropriate by this agency, Public Health, or CDC.

This Job Description describes the essential duties and qualifications. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job; management has the exclusive right to alter or add to this job description at any time without notice. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional duties as assigned.

Contractor Printed Name

Contractor Signature

Date

Executive Director Printed
Name

Executive Director Signature

Date