



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 032-19**

**OPENING DATE: 02/07/2019**

**CLOSING DATE: 02/20/2019**

**POSTED: IN & OUT**

**POSITION:** Residential Project Manager  
**PAY GRADE:** HA15 (To Be Determined Upon Hire)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI/Grant Funded  
**DEPARTMENT:** Housing Authority  
**REPORTS TO:** Executive Director  
**BACKGROUND LEVEL:** Child Care

**JOB PURPOSE:** Administers bid and contract documents, project specification and other related aspects of housing projects. Interacts with various Federal, State, utility, and Tribal representatives involved with construction and/or renovation of housing projects for the Pueblo of Isleta (POI).

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Interprets, explains and enforces policies, codes and regulations to public, tribe, and contractors on housing projects for low-income and other eligible families.
- Coordinates housing projects with Tribal and Federal agencies on land assignments, right-of- ways and archaeological and geological clearances, surveying and related land-site preparation activities.
- Plans and coordinates infrastructure expansion and improvement including water, wastewater, power, gas and roads for eligible housing activities.
- Coordinates applicable environmental reviews in accordance with NAHASDA guidelines.
- Prepares and distributes bid documents, project specifications, closing contract documents and assures compliance with applicable uniform building codes and other applicable local development codes.
- Determines scope of work write-ups and cost estimates for projects to seek bids from approved contractors.

- Coordinates or assists in required home construction inspections to assure compliance with project specifications and uniform home building codes to ensure housing is safe and sanitary. Informs the homeowner of the defects and inadequacies to comply with ordinances.
- Coordinates with housing staff on annual home inspections to determine and assess repairs, damages and costs and makes recommendations for rehabilitation services.
- Conducts follow -up inspections to ensure work is completed. Analyzes inspection priorities to schedule appointments and ensure timely completion.
- Serves as a liaison between contractors and homeowners; responds to and resolves conflicts or inquiries; recommends resolutions or adjustments as necessary.
- Plans and facilitates training services for homebuyers in various maintenance activities in heating, plumbing, electrical, painting, carpentry, roofing, and other related home maintenance activities.
- Project Management duties which include but not limited to:
  - Construction Quality Management
    - Ensure proper planning and design
    - Testing During Construction
      - Soils proctor and density
      - Concrete and asphalt mix design
      - Concrete mix quality & strength tests
      - Plumbing deflection test
      - Plumbing leak testing
    - Inspection by others
      - Inspector
      - Architect & Engineer
      - Other specialists
      - Other departments and agencies
    - Construction Observation
    - Safety Management
      - Ensure safety is communicated and enforced
      - Ensure require safety plans
    - Time Management
      - Scheduling
      - Coordination of schedules with other stake holders
    - Cost Management
      - Establish Project budgets
      - Cost Estimate
      - Financial forecasting
      - Monitor project costs
      - Project cost estimating
      - Review invoices and contractor payment applications
  - Attends training and obtains required certification if required.
  - Other duties as assigned at the discretion of the Executive Director.

#### **SUPERVISION RESPONSIBILITIES:**

- Plans, directs and evaluates work performed by Superintendent and Construction Foreman, support staff. Hires, evaluates and disciplines staff.

- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Hosts regular staff meetings to ensure communication among staff regarding department-related activities.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- Associates Degree's in Construction, Project Management, Trade or related field *required*.
- High School diploma or GED; and ten (10) or more years' experience in building trades at the journeyman level or equivalent experience in a position requiring inspection related activities.
- Six (6) or more years' experience managing crew of ten (10) or more employees along with large scale project management, environmental reviews, and regulatory compliance.
- General Contracting License (GB 98) preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of Federal, state, local and HUD regulations.
- Knowledge of methods, practices, and techniques used in construction projects including accepted trade practices on new construction, remodeling, and maintenance and repair of building facilities.
- Knowledge of federal procurement regulations and procedures.
- Considerable knowledge of electrical, heating, plumbing and building materials.
- Knowledge of building codes; knowledge of inspection techniques.
- Ability to detect defects of design, workmanship, materials, and other hazards in an on-site inspection.
- Skill in planning, organizing, and supervising construction projects.
- Skill in operating business computers and office machines, including word-processing, spreadsheets, and database software programs.
- Skill in applying architectural and construction techniques and methods to resolve technical problems.
- Skill in relating observations of conditions to housing code provisions.
- Skill in supervising, training, and evaluating assigned staff.
- Ability to read and interpret blueprints; skill in preparing written reports of inspection findings and correspondence.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to solve complex problems and deal with a variety of indistinct variables in atypical situations.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, employees, and officials.

- Ability to work efficiently under stressful conditions, makes solid decisions, and exercise independent judgment.
- Ability to handle multiple tasks and meet strict deadlines.

**PHYSICAL DEMANDS:**

- Work involves a significant amount of standing, walking, bending, kneeling and or crouching.
- Work involves using hands to handle objects, equipment, controls and reach with arms and hands.
- Work involves climbing and balancing.
- Position requires frequent lifting and carrying items up to 50 lbs.

**WORK ENVIRONMENT**

- Work is performed indoors and outdoors.
- Noise level is usually minimal indoors and loud in construction sites.
- Exposure to environmental conditions such as weather conditions, dust, mists, insects, fumes, etc. may occur.
- Exposure to chemicals may occur.
- Work requires use of safety equipment, safety-toe shoes, goggles, gloves, harnesses, helmet, protective face shields and/or hardhats.
- Evening, weekend, and emergency work may be required.
- Travel may be required.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.