



Creek Indian Enterprises Development Authority

Job Description

PROJECT MANAGER

The Project Manager is responsible for the overall day-to-day management, administration, and success of assigned projects including budget control, construction, project closeout. As the lead person on a Project, the Project Manager is designated as the primary point of contact with the Owner, Project Team, and all project consultants and personnel with regard to the project operations.

KEY EMPLOYEE STATUS

The Project Manager has been designated key employee status under the Ethics Code and is responsible for meeting the standards of conduct contained therein.

REPORTING RELATIONSHIP

The Project Manager shall report directly to the Construction Manager.

CLASSIFICATION

This position is classified as salaried/exempt.

DUTIES AND RESPONSIBILITIES

- Define and clarify project goals and objectives to the Project Team, establishing metrics to ensure successful project delivery.
- Administer contractual matters including contracts and purchase orders, insurance and bond requirements, budget control and reconciliation, change order management, contractor and consultant pay requests, contract closeout, and warranty period.
- Validate Project Requirements to Cost Model, Conceptual Drawings, and Contract Documents to ensure all requirements are met.
- Coordinate project efforts with purchasing, accounting, cost management, scheduling, and construction management as required.
- Regularly evaluate budget and contractual scope of work, make adjustments as required to ensure goals and objectives are being met, and complete and distributed all applicable progress reports to Owner, Project Team, and other pertinent stakeholders.
- Conduct regular meetings with Project Team to review project progression and needs, and ensure work is of expected quality, on schedule, within budget, and complies with contract documents, technical, safety, and legal requirements.
- Perform progress audits to identify site specific challenges and develop solutions addressing problems, conflicts and/or delays.
- Work with Owner, Architect, and Contractor to secure all zoning, development, and construction related permits.
- Organize, implement, and administer Procurement and Control processes in accordance with applicable guidelines.
- Monitor Safety Procedures and Guidelines for projects.
- Comply with and administer requirements as specified in the CIEDA Personnel Policies and Procedures manual.
- Performs all other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree in Construction, Construction Management, Engineering, or related field from an accredited school preferred or a minimum of ten (10) years verifiable job-related experience in the construction industry, with at least five (5) years relevant experience in commercial construction management at the Project Manager level or above is required.
- A team leader with proven background in managing staff, team members, and large complex projects to completion.
- Experience in design-build, hard bid, negotiated, and guaranteed max contracts, and in value-analysis/value-engineering methods.
- Computer literate: proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint), Cost Estimating, Scheduling, and Project Management software, and familiarity with Adobe, Bluebeam, AutoCAD, and BIM software preferred.
- Outstanding verbal and written communication skills, and negotiation skills.
- Excellent organizational and time-management skills, and attention to details.
- Strong analytical and strategic problem-solving and decision-making skills.
- Ability to manage multiple projects concurrently, handle large volumes of work, and multi-task in a fast-paced environment.
- Ability to effectively communicate and work with other staff members, Project Team, and Executive Management.
- Thorough understanding of programming and design processes, budgeting, estimating, bid processes, contract documents, site analysis, scheduling, construction means and methods, document control, job cost and work-in-place analyses, interior fit-out, etc.
- Ability to review reports, data, budgets, estimates, schedules, drawings, specifications, etc. to identify potential problems, conflicts and/or delays, and determine best approach to guide Project Team toward best solution.
- Must be willing to work odd and irregular hours and travel as required.
- Must possess a valid state driver's license.

PREFERENCE SHALL BE GIVEN TO QUALIFIED AMERICAN INDIANS