

Native Village of Eyak
110 Nicholoff Way
P.O. Box 1388
Cordova, Alaska 99574-1388
P (907) 424-7738 * F (907) 424-7739
www.eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

PROJECT MANAGER

Team: Administration

Reports To: TBD

FLSA Status: Exempt

Starting Salary: DOE

Schedule: Regular, Full Time

Last Revised: May 2024

POSITION SUMMARY

The Native Village of Eyak makes sizable investments in the planning, designing, and constructing multi-million-dollar construction projects. Prudent management of funds dictates that qualified individuals be used by Tribes and Tribal organizations to manage funded projects. This requirement benefits the Tribe and the Tribal government. The Project Manager is responsible for planning and overseeing various construction projects' building or renovation processes from start to finish ensuring that schedules and budgets are followed. The Project Manager is responsible for creating project budgets and retrieving necessary permits, planning, organizing, and overseeing the construction process.

ESSENTIAL DUTIES

1. Prepare budget, cost estimates, and work timetables.
2. Evaluate progress reports, project progress, and budget.
3. Comply with safety and building codes as well as legal requirements.
4. Manage any delays, emergencies, and problems that may arise.
5. Select subcontractors and delegate their responsibilities.
6. Collaborate with engineers, architects, and other workers on the same project.
7. Oversees the research of codes, regulations, and requirements for assigned projects and advertising.
8. Reviews specifications, oversees construction projects, and advises contractors.
9. Processes change orders.
10. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- This position oversees contractors and subcontractors.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements below represent the required knowledge, skills, and/or ability.

POSITION REQUIREMENTS

- Adhere to NVE's Procurement Policy.
- Well-versed in all construction methodologies and procedures.
- Able to coordinate a team of professionals of different disciplines to achieve the best results.
- Liaise with local authorities to obtain licenses and permits for projects.



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PROJECT MANAGER

- Analytical mind.
- Organizational skills.
- Knowledge of NAHASDA and other sources of guidance, funding, and oversight for housing projects.
- Knowledge and principles of project management, business administration, and public administration.
- Knowledge and practices of civil engineering, including process engineering and re-engineering techniques and practices.
- Knowledge of Federal and State laws, codes, and regulations related to housing and capital projects.
- Knowledge and experience in managing employees and contractors.
- Determine the needed resources (manpower, equipment, and materials) from start to finish, paying attention to budgetary limitations.
- Plan all construction operations and schedule intermediate phases to ensure deadlines will be met.
- Must have excellent technical and written communication skills.
- Strong time management skills with the ability to prioritize and complete projects on deadlines.
- Excellent organizational skills.
- Attention to detail and thoroughness in completing work tasks.
- Ability to work independently with minimal supervision.
- Ability to set objectives and strategies for project management and funding to accomplish these objectives.
- Ability to make intelligent and quick decisions and work well under pressure when faced with unexpected occurrences or delays.
- Ability to read blueprints, structural drawings, and plan sets.

COMPUTER SKILLS

- Familiar with Microsoft Office (Word, Excel, etc.); experience with project management software.

EDUCATION AND EXPERIENCE

Education: Bachelor's degree in Engineering or Architecture from an accredited college or university or an Associate of Arts Degree in Construction or Building Technology or related fields.

Experience:

1. Seven (7) or more years of employment with an Architect or Engineering firm where the primary duties of employment included the management of the planning, design, and construction of buildings or,

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2. Seven (7) or more years of employment with a construction company or construction management firm, which included management of building construction projects with an A-E firm and construction contractor or,
3. Seven (7) or more years of employment with a public agency (Tribal, Federal, State, or local) where the primary duties of employment included management of projects for the planning, design and construction of buildings or,
4. Any combination of 1 through 3 totaling seven (7) or more years.

Certificates & Licenses: Alaska State driver's license. Documents certifying experience and education should be submitted to support the qualification requirements.

PHYSICAL REQUIREMENTS

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the essential functions of this position, employees will be required to:

- The worker must be able to traverse and inspect all areas of the job site in all types of weather, including walking, climbing, reaching, bending, crawling, or stretching.
- Must be able to lift up to 50 pounds at a time.
- May require travel.
- Exposure to characteristic construction site dangers.
- Must be on-call to address delays, emergencies, bad weather, and other issues at the job site.
- Regularly bend, crouch, stand, and move about to complete work.
- Ability to observe details at close range (computer work).
- Ability to see objects clearly in the distance (driving).
- PPE as required.

WORK ENVIRONMENT

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Most work will be completed in an indoor office setting, but some work is expected to be completed outdoors. Occasionally, some will be completed in a remote setting.
- Exposure to driving and walking in inclement weather.
- There will be some physical risk due to mechanical equipment and exposure to hazardous materials, typical at construction sites.

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- Some risks of wildlife encounters.

Other Requirements: Required to undergo a background check and follow the NVE Tribe's drug policies.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

The Native Village of Eyak has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Native Village of Eyak reserves the right to change this job description and/or assign tasks for the employee to perform as the Native Village of Eyak may deem appropriate. Your signature below signifies that you understand this job description's duties, expectations, and contents.

Preference for NVE Tribal members is in effect for this position. The successful candidate will be required to follow the NVE Tribe's drug policies.

Employee Signature:

Date:

Manager Signature:

Date: