



RED CLIFF CHIPPEWA HOUSING AUTHORITY

37645 New Housing Road Bayfield, WI 54814
(715) 779-3744 (715) 779-5044 Fax

Position: Construction Project Manager **Status:** Non-Exempt
Salary: Negotiable/Eligible for Benefits **Supervisor:** Housing Director
Type: Full-time; contingent on grant funding **Department:** Housing
Location: Red Cliff Chippewa Housing Authority **Program:** Homeowner-Homebuyer
Hours/Schedule: 40 hrs./wk; typically M-F but subject to Contractor/Project work schedules

JOB SUMMARY:

Incumbent will work within the homeowner private home repair and rehabilitation programs planning, organizing & directing project work including conducting inspections, preparing scopes of work & cost estimates, preparing documents associated with project management. Incumbent will coordinate contractor work schedules; inspect and monitor the work of outside contractors on behalf of the organization.

DUTIES AND RESPONSIBILITIES:

1. Conduct residential home inspections; complete inspection reports; do SOWs using specifications and cost estimates for work.
2. Coordinate contractors and project work.
3. Regularly meet, report & coordinate with Housing Administration & Finance on projects.
4. Act as liaison between Contractor, homeowner, and Housing Authority.
5. In coordination with the Housing Director, prepare reports, payment requests, and budgets. Document project activities and ensure projects are completed on schedule, within budget, and in compliance with applicable federal, state, and local laws.
6. Perform related duties as assigned by Housing Director.

QUALIFICATIONS/KSAs:

Incumbent must have a mix of both field and administrative skills to be successful at this position.

- Ten (10) years of experience in residential building construction and three (3) years doing successful project management. ***Wisconsin Builder's License Credential and/or Residential Building Inspector Certification strongly preferred.***
- Thorough knowledge of materials, methods and tools in the construction or repair of residential buildings.
- Considerable knowledge in Construction Inspection or Project Management desired. Education and/or experience in project management, scheduling and use of project management software.
- Knowledgeable about building codes and ordinances. Experience in building inspection. Education and experience in estimating and/or use of estimating software.
- Knowledge of environmental and preliminary project development regulations and requirements. Familiarity with Davis Bacon Labor Laws, OSHA Safety Regulations.
- Excellent interpersonal communication (written and verbal) and public relation skills.
- Experience in preparation of contract documents, solicitations, change orders, independent estimates.
- Capacity to operate effectively under deadlines.
- Ability to manage several projects simultaneously, multi-task.
- Computer literate and proficient.

ADDITIONAL REQUIREMENTS:

- Must be physically able to operate in field conditions to inspect contractor/field work and lift up to 100 lbs.
- Must have a valid driver's license and own vehicle with insurance. Must maintain the driver's license to remain employed.
- Must pass criminal background check and drug tests.

WORK ENVIRONMENT:

A minimal amount of time will be spent in the office; the majority of the time will be spent at the project sites, in field conditions.

POSTING DATE: **September 22, 2021**

POSTING DEADLINE: **Until Filled**

FOR ADDITIONAL INFORMATION CONTACT:

Tanya Wachsmuth, HR Manager - twachsmuth@redcliffhousing.org

Submit Application (& other credentials) to:

Red Cliff Housing Authority
37645 New Housing Road
Bayfield, WI 54814
Telephone: (715) 779-3744, ext. 3503
Fax: (715) 779-5044

Must submit salary requirements with application.

The Red Cliff Tribal Council and Red Cliff Housing Authority has a Drug free Work Place and adheres to the intent of the Drug Free Work Place Act.

Indian preference will be applied in the case of equally qualified applicants, but all applicants will be considered.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE MAY BE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.