



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Planning and Projects Director
Department: Administration
Supervised by: Tribal Administrator
Pay Rate: \$8,500.00 /Month (\$102,000.00/Annually)
FLSA Status: Exempt - Full-Time

Position Summary: The Planning and Projects Director oversees and manages various construction and planning projects for the Bishop Paiute Tribe. The Planning and Projects Director is responsible for the planning, budgeting, design management and construction management of the projects assigned. The Planning and Projects Director works with various Tribal Departments and Entities to ensure that projects are completed in a timely manner and within the budgetary constraints given.

Responsibilities:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Manages construction projects for the Tribal Council and various Tribal entities such as BPDC, CDD, Public Works, EMO, Casino, etc.
- Provides technical expertise during the Pre-Construction phase of projects including planning, budgeting and preliminary engineering and environmental review.
- Provides assistance to grants department to provide information necessary for obtaining grant funding for projects.
- Provides supervision of design professionals such as Architectural and Engineering firms and coordinates design efforts.
- Works with local utility agencies to provide utility services for projects.
- Coordinates with state, federal and local agencies for permits, right of ways, and easements that may be necessary to complete projects.
- Coordinates with Tribe's TERO department for compliance with TERO ordinance and participation of Native American workers and subcontractors.
- Oversees selection of contractors and subcontractors in accordance with Tribes Procurement Policy.
- Coordinates with the contractor, schedules weekly meetings with contractor, and coordinates participation of Tribal Entities in the construction projects.
- Ensures that construction projects remain on schedule and under budget to extent possible.
- Coordinates and/or performs inspections and testing of materials as needed to ensure a quality product for the Tribe.
- Coordinates installation of Tribe's FF&E with contractor and vendors.
- Assures that project as-built records are prepared and filed properly for future planning.
- Provides project reports and presentations as necessary for the Tribal Council and

General Council.

- Provides updated schedule and budgets regularly to Tribal Staff and Tribal Council.
- Assists Tribe in long term planning efforts for commercial, housing, transportation and utility projects.

Supervisory Responsibilities: Supervises a variety of employees and/or contractors working on Tribal construction projects as needed.

Qualifications:

- 4-year degree in Engineering, Construction Management, Planning, Public Administration or another related field.
- Professional License as an Engineer, Land Surveyor, Construction Manager, etc. preferred.
- Excellent organizational and management skills.
- Fully competent with Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook, Internet experience, Data base entry experience.
- Experience with Scheduling and Project Management software such as Microsoft Project or Primavera preferred.
- Experience with design software such as AutoCAD, Revit or Land Development Desktop preferred.
- Must have the ability to meet deadlines and be well organized and a self-starter.
- Must be able to work independently and operate with a high level of competence.
- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties.
- Shall comply with the Drug-Free Workplace Policy and a Criminal Background Investigation.
- Subject to drug testing pursuant to the Tribe's Drug and Alcohol policy.
- Must have a valid California Drivers' License and be insurable by the Tribe's insurance agency.
- Required to successfully pass all pre-employment test and background requirements.

Signatures

Employee and Management signatures below constitutes employee's understanding of the requirements, essential functions and duties of the position and will perform all the duties and responsibilities within this job description.

Employee: _____

Date: _____

Manager/Supervisor _____

Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.) 25 CFR 271.44 and other relevant laws.