

**ROUND VALLEY INDIAN TRIBES**  
*A Sovereign Nation of Confederated Tribes*

TRIBAL COUNCIL OFFICE  
77826 COVELO ROAD  
COVELO, CALIFORNIA 95428  
PHONE: 707-983-6126  
FAX: 707-983-6128



LOCATION: ON STATE HWY 162  
ONE MILE NORTH OF COVELO  
IN ROUND VALLEY  
TRIBAL TERRITORY SINCE TIME BEGAN

ROUND VALLEY RESERVATION ESTABLISHED 1856

**JOB ANNOUNCEMENT**  
**Posted 4-20-23**  
**CONSTRUCTION MANAGER**  
**Open until filled**

DEPARTMENT: Construction Manager  
CLASSIFICATION: Exempt  
SHIFT: Monday-Friday, Full time, 40 hours per week  
SALARY RANGE: \$37 per hour  
REPROTS TO: Tribal Business Administrator

**POSITION SUMMARY:**

Under the general supervision of the Tribal Administrator, the Construction Manager is responsible for planning, installation, daily operation, maintenance, and problem resolution. Incumbent supervises all staff of the Broadband Division.

**DUTIES AND RESPONSIBILITIES:**

1. Oversees construction sites, general contractors, and workers to ensure a high level of quality and safety.
2. Creates and reviews Requests for Information and Requests for Proposal and Change Orders.
3. Guarantees that all work is performed in accordance with approved manuals and procedures.
4. Ensures that the project is constructed and documented in accordance with the contract documents and good engineering practices.
5. Provides technical support to Project Managers.
6. Develops and maintains project cost/change controls, and project budget and accounting records.
7. Performs change order estimating and assists the Project Manager in change order negotiations.
8. Coordinates and monitors schedule updates, invoices, and submittals.
9. Assists in managing and reviewing the progress of contractors' construction schedules.
10. Reviews weekly and monthly reports on the status and progress of the contracts, including project costs and potential changes.
11. Reports the status of projects to business and market leaders.
12. Attend client program meetings as needed.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises employees in the Broadband Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing,

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recommendations to hire, orientation and training employees; planning, assigning, and directing work.

## **MINIMUM QUALIFICATIONS:**

1. Knowledge of construction technology
  2. EPC industry experience
  3. Familiarity with project and department budget process and tools
  4. Knowledge of project controls
  5. Risk assessment/management
  6. Administrative policies and procedures
  7. Conceptual planning ability
  8. Conflict management and problem solving skills
  9. Leadership ability
  10. Multi-tasking ability
  11. Communication, meeting, and presentation skills
- Comfort with time reporting systems

## **EDUCATION/EXPERIENCE:**

- Bachelor's or Master of Science in Civil Engineering, Construction Management, Architecture, or other related discipline required
- 5+ years of project experience working in the construction industry required
- EIT certification preferred
- Experience with large manufacturing facilities construction sites preferred
- Proficient with MS Office Suite of tools, exposure to schedule software, preferably Primavera (P6) preferred

## **CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including pre-employment screening.
2. All applicants will acknowledge and follow all RVIT personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Must have a valid state issued driver's license (CA) and be insurable on the Tribe's insurance policy.
5. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of RVIT language is preferred but not required.
6. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form with ability to deal with problems involving several concrete

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variables in standardized situations and/or the ability to think “on the fly” using situational awareness.

7. **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, stand, and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds, have stamina and sufficient physical ability and dexterity to accomplish fieldwork that includes strenuous exertion, inclement weather, and long hours in the field.
8. **VISION REQUIREMENTS:**
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

#### **To Apply Contact:**

Round Valley Indian Tribes, Personnel Department 77826 Covelo Road, Covelo CA 95248 For more information call 707.983.6126, Ext. 103 All applications must include a Resume. Full Job Description will be available for each position when requested.

#### **INDIAN PREFERENCE:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Round Valley Indian Tribes is an Equal Opportunity Employer.

#### **ROUND VALLEY INDIAN TRIBES IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)**

Applicants are considered without regard to race, color, religion, sex, age, national origin, sexual orientation, marital or veteran status, or the presence of a non-job-related mental or physical disability.