



BAD RIVER HOUSING AUTHORITY

P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

Position: Assistant Project Manager
Department: BRHA
Classification: Non-Exempt/Hourly/LTE
Wage: BOE
Supervision: Executive Director
Location: Bad River Housing Authority Office
Job Posting: PUBLIC
Opens: April 25, 2023
Closes: Open Until Filled

Summary: The Assistant Project Manager position works under the direction of the Project Manager and is responsible for overseeing organizational routine and non-routine activities. This includes overseeing all modernization/development, ICDBG/ARP, WHEDA, HIP/ARP, and HAF/ARP projects. The Section Leader will execute and finalize multiple projects according to schedule, budget, and strategic goals while ensuring adherence to industry standards for safety and housing quality. This position will also ensure the efficient operation of the Housing Authority's programs by providing technical direction and supervision. This involves preparing documents for project bidding such as estimates, the scope of work, and contracts. Additionally, the Section Leader will inspect and monitor the work of outside contractors on behalf of the organization.

Other project management and development duties may be assigned as necessary.

Essential Duties and Responsibilities include the following. Other duties may be assigned by the supervisor or Executive Director.

- Oversee a variety of projects from start to finish, aligning work and priorities with strategic organizational goals. Act as an assistant on development and turnkey projects, coordinating with tribal and external organizations to ensure compliance with preliminary project requirements and documents.
- Devise project work plans, develop work schedules that meet organizational and client needs, and track work production and expenses using spreadsheets.
- Project management responsibilities include creating and managing budgets, tracking expenses to minimize exposure and risk, tabulating, and documenting milestones, and interpreting and reviewing plans, blueprints, site layouts, and construction methods to ensure compliance with design standards, legal and safety requirements, and codes.
- Conduct regular project and team meetings, coordinate efforts of all parties involved, maintain primary project electronic and paper files, manage project start-up and close-out, maintain daily logs and inspection records, and issue violation notices and stop work orders as necessary.
- Coordinate building/unit field inspections for structural quality, conformance to code, specifications, standards, general safety, and quality of work, with a focus on timely accomplishment.
- Responsible for coordinating inspections related to new build wiring, plumbing, electrical, heating, foundations, and structural quality.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education Requirements:

Required:

- 5+ years of residential building construction experience and 1+ year of project management experience.
- Thorough knowledge of building materials, methods, and tools for residential building construction or repair.
- Considerable knowledge of plumbing, heating, electrical systems, and carpentry.
- Education and/or experience in project management, estimating, and use of computers, scanners, and printers.
- Knowledge of building codes, arithmetic, algebra, geometry, statistics, and their applications.
- Ability to use ladders, inspect roofs and maneuver in tight spaces.

Other Skills and Abilities:

Required:

- Excellent communication, public relations, and customer service skills.
- Ability to operate effectively under pressure and manage multiple projects simultaneously.
- Team player with strong problem-solving skills and attention to detail.
- Familiarity with survey instruments, metering devices, tape measures, test equipment, etc.

Preferred:

- Proficient in using microcomputers and software for database management, financial management, data analysis, word processing, Excel, and email.

Background Check:

This position is contingent on the required ability to pass a tribal background check. This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Work Environment: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

REQUIRED DOCUMENTS TO APPLY

- Completed the Bad River Housing job application with a resume attached. List 3 references on the application with contact information including email addresses.
- Copy of educational transcripts, degree and/or certificates, licenses substantiating educational background, professional training, and endorsements.
- Completed, signed release of information forms:
 - BRHA form
 - BRT form
 - Drug Testing form
- Completed Bad River Tribe release of information to conduct a background check.
- Completed WI-DHS Form F-82064 – Background Information Disclosure.
- Copy of tribal identification card; or if your spouse is a tribal member, a copy of their tribal identification card.
- Copy of Wisconsin Driver's License.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedure Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov