



# Ho-Chunk Nation

## Job Description

<b>TITLE:</b> COMMERCIAL CONSTRUCTION ADMINISTRATOR		<b>JOB CODE:</b> CMCA
Government - Employee		<b>EEO:</b> 1
		<b>PAY GRADE:</b> 22
Exempt	Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Building projects typically involve several phases. These may include, but are not limited to programming, schematic design, construction documents, contractor selection and construction. Performs selection of the contractor and architect, review and approve construction proposals acquired as the result of Request for Proposals submitted by prospective contractors. Approve the contractor's applications for payment. Perform site visits and write progress reports on the project. Establish goals and objectives of the construction process, develop construction guidelines, policies, procedures, rules, and regulations; develop schedules, priorities, and standards for achieving construction goals, evaluate program activities, develop budget requests, coordinate program activities, plan and assign the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Oversee plans, organizes, and coordinates construction program activities and projects working with engineers and architects to ensure compliance with Ho-Chunk nation requirements, policies, procedures, and schedules.
2. Work with other Planning & Development Division staff, Ho-Chunk Nation departments and program, and Ho-Chunk communities to prepare development plans, budget estimates, and Requests for Proposal (RFPs) for commercial construction.
3. Review plans, specifications, and estimates for future projects.
4. Provides assistance to project engineers and architects during design to bring the project into the construction state, develops and approves schedules, priorities, and standards.
5. Inspects construction sites for work progress, quality, and compliance with regulations evaluating project adherence to laws and spec requirements.
6. Reviews, processes, and transmits design plans.
7. Prepares program management and productivity reports, reviews construction payment applications, maintain file documentation for projects, maintain spreadsheets of progress and problem solves barriers to project progress.
8. Attend construction team meetings; provide cooperative, open communication and coordination with team members and other Ho-Chunk Nation Departments.
9. Prepare vouchers; maintain spreadsheets to track the construction project's budget.
10. Maintain a complete filing system for each construction project.
11. Prepare reports for, and give presentations to, the Director of the Planning and Development Division, the Ho-Chunk Nation Legislature, Ho-Chunk elected officials, and other interested parties on Ho-Chunk Nation construction projects.
12. Prepare a packet of information for the Ho-Chunk department, which will administer the facility (i.e. key schedule, telephone numbers, and utility providers).



13. Work with the respective Ho-Chunk Nation departments to ensure a smooth transition when the building is turned over to the operating department.
14. Other duties may be assigned relevant to the scope of job duties.

**JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages work group within a sub-unit of a department
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Operates with significant independence

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Bachelor's Degree in a related construction field from an accredited university, i.e. Engineering, Construction Management.

**ESSENTIAL:**

1. Must possess valid driver's license and appropriate insurance.

**EXPERIENCE:**

1. A minimum of 10 years' experience in commercial construction management that may include, but is not limited to, building design or a building construction trade area or the completion of a related apprenticeship.
2. Experience in basic construction estimating and capital budgets.
3. Training requirements may include work experience at building construction sites or through an apprenticeship.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Ability to read and interpret construction blueprints, drawings, and specifications to insure quality assurance and workmanship and material quality as it relates to the construction bid.
2. Ability to communicate ideas and instructions clearly and concisely.
3. Ability to coordinate with other staff, departments, officials, agencies and organizations.
4. Ability to interpret and apply rules, regulations, policies and procedures.
5. Ability to review technical data and prepare technical reports.
6. Ability to write reports, amendments, and general correspondence.
7. Coordinate meetings and managing planning projects.
8. Independent work habits and ability to meet deadlines.
9. Excellent English comprehension skill in reading, writing, spelling, and composition.
10. Proficient in current computer programs that relate to job duties.
11. Independent work habits and ability to meet deadlines.



**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Works in general office environment, vehicle and other indoor/outdoor construction locations.
2. Extensive travel is required.
3. Willingness to work varied hours, including some evenings and weekends, and travel.
4. Fieldwork may be required that involves walking outside, sitting, standing, kneeling, stooping, and may be required to push, pull, lift, drag, and/or carry a minimum of 25 pounds.