

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2019-21

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Construction Supervisor
OPENING DATE:	March 15, 2019
CLOSING DATE:	March 26, 2019
DEPARTMENT:	Public Works / Engineering
SALARY RANGE:	E-13; \$38,421 - \$57,632

Position Summary:

Under general direction of the Engineering Program Manager, the Construction Supervisor oversees the Pueblo's construction activities and projects to ensure timely completion, budgetary compliance, and compliance with specifications, codes, other industry specific requirements, and in accordance with Pueblo policies/plans. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Coordinates all facets of owner (Pueblo of Laguna) construction management responsibility: preparation/review of pre-bid and award contract documents; oversight of construction office operations and subcontractors; quality assurance, safety, and contract compliance.
- Reviews and provides comment to the Engineering Program Manager on project plans, submittals, specifications and other contract/project related documentation.
- Coordinates work with construction contractor, subcontractors, testing services, and A/E firms to ensure compliance and quality assurance.
- Develops a comprehensive work plan and schedule for projects and monitors progress.
- Prepares Change Orders for Project Manager approval; prepares reports for Project Manager on status and activities of current projects.
- Coordinates/leads required meetings with program staff and/or external sources.
- Performs the duties of a Project Manager, as assigned, and manages phases of procurement, contracting award, construction management, and project closeout.
- Manages project budgets; reviews and certifies pay invoices for supervisor approval; prepares required financial reports.
- Develops required project narrative, statistical, and financial reports.
- Ensures the comprehensive development and maintenance of required electronic and hard copy project files.
- Oversees the work of Construction Inspectors; assigns projects; provides necessary information and documentation for staff to carry out required duties and responsibilities; ensures compliance with safe work performance requirements.
- Ensures effective communication on program goals and objectives, standard operating procedures, projects and program-related activities via staff meetings or other appropriate means of communication.
- Improves staff effectiveness by coaching and training. Evaluates staff performance in a timely manner; promotes self-responsibility and accountability.
- Ensures effective communication on program goals and objectives, standard operating procedures, projects and program-related activities via staff meetings or other appropriate means of communication. Represents the department to external agencies; establishes solid relationships with programs of common interests.
- Conducts research and develops recommendations on potential design or construction changes through reports, drawings, or photos.
- Maintains professional and technical knowledge by conducting research and attending relevant training and workshops.
- Contributes to a team effort toward accomplishing tasks and achieving results as required.
- Performs other duties as required.

Job Announcement No. 2019-21 Construction Supervisor

Minimum Qualifications:

Eight (8) years of experience in construction project management or construction inspection, including five (5) years of construction project supervision, required. Degree or Certificate in Engineering Technology, Construction Management, or Construction trade preferred. A combination of relevant education and directly related work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Construction Supervisor is designated as a Moderate Risk Public Trust (MRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of proper spelling, grammar, punctuation, and math skills commensurate with essential duties and responsibilities.
- Knowledge of construction management policies, procedures, and legal requirements.
- Knowledge of and skill in construction inspection and project supervision.
- Knowledge of safety requirements and responsibilities.
- Knowledge of construction plan formats, specs, drawings, contracts, and terminology.
- Knowledge of industry documents/records maintenance and retention.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain a professional working relationship with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with co-workers.
- Ability to handle multiple tasks and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Skill and ability in attention to detail, to read, analyze, and interpret complex documents.
- Skill in computer use, including Word, Excel, Access, Outlook, PowerPoint, and software unique to program.
- Skill in operating survey instruments and other equipment common to profession.
- Skill in budget preparation and administration.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.

Job Announcement No. 2019-21 Construction Supervisor

- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES