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10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, & the Gulf of Alaska

Capital Projects Director

The Native Village of Eyak's Capital Projects Department's purpose is to facilitate Tribal programming under Tribal Housing and Tribal Public Works. The priorities associated with these programs emphasize and support the Tribe's mission to enrich Tribal Living. Director leads multi-disciplinary teams to complete projects related to capital improvement. This includes but is not limited to road construction and maintenance, housing improvements and construction, building construction, land acquisition, and other capital projects. The Capital Projects Director supervises the capital projects team employees, seeks funding/revenue sources as well as maintains current sources.

This position exercises wide latitude in determining objectives and approaches to critical assignments.

Team: Capital Projects

Reports to: Executive Director

Salary Status: Exempt from Overtime

Salary range: Competitive salary DOE

Schedule: Fulltime

Last Revised: 09/08/2023

Responsibilities/Duties:

- Supervises and manages Capital Projects department staff
- Supervises all Capital Projects programs and budgets
- Plans and designs projects according to Executive Director direction
- Maintains close working relationship with funding agencies and actively seeks funding to implement projects
- Researches, writes funding contracts and grants from start to completion
- Explore affordable housing opportunities for Tribal members.
- Oversees preparation of requests for proposals and bids, reviews all bids, proposals and design work.
- Oversees the maintenance of all Native Village of Eyak buildings, properties, and leases (when appropriate).
- Management and coordination with multi agency partnerships related to community-based projects.
- Implementation and facilitation of Tribal maintenance programs related to Bureau of India Affairs and Federal Highway Administration's Road Inventory.
- Meets all deadlines and sees project completion on time and on budget.
- Ensures all safety protocols are followed by employees and contractors

Competencies (Knowledge, Skills and Abilities)

A qualified candidate must have:

- knowledge of project management
- principles and practices of capital improvement projects
- research, analytical, and data collection technique
- supervision experience
- familiarity with federal and state regulations related to the project

- budget administration
- knowledge of building codes
- experience with bidding processes
- excellent technical and written communication skills
- ability to follow through and complete projects on deadline.
- excellent organizational skills,
- attention to detail
- ability to work independently and with teams
- knowledge of civil engineering
- skills in managing contractors
- ability to focus on objectives
- plan strategies for project management and funding to accomplish the objectives

Experience Requirement:

Five years experience in project management and experience in a supervisory or managerial capacity/role or equivalent combination of training, education, and experience which would demonstrate possession of the knowledge, skills, and abilities. Experience with governmental agencies and Tribes helpful. Experience in seeking and maintaining funding sources helpful.

Education Requirements:

Bachelor's degree in relative field preferred, experience in capital project management may take the place of degree. Experience and certificate in Alaska preferred. Current Alaska Driver's license required.

Performance standard

Regularly sit for long periods of time to complete tasks.

Regularly bend, crouch, stand, move about to complete work.

Some heavy lifting of up to 100 lbs.

Regularly manipulate electronic data to gather, input and otherwise coordinate work.

Typically uses office machines such as multi-line phones, faxes, scanners or otherwise communicates, corresponds and completes these tasks associated with office machines.

Environmental Factors

Most work will be completed in an indoor office setting; some work is expected to be completed out of doors-occasionally some will be completed in remote setting. Employee will be exposed to driving and walking in inclement weather. There will be some physical risk due to mechanical equipment and exposure to hazardous materials typical at construction sites. Some risk of wildlife encounters.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below I acknowledge receipt of this job description and that my supervisor has discussed it with me.