



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: JULY 10, 2017

CLOSES: JULY 24, 2017

JOB TITLE: PROJECT COORDINATOR

DEPARTMENT: CONSTRUCTION SERVICES

REPORTS TO: PROJECT MANAGER

SALARY: SALARY MATRIX + BENEFITS

HOURS: 40 HRS/WK- Fulltime

POSITION SUMMARY:

The project coordinator is responsible for assisting the project manager and construction services staff for daily administrative operations for construction services. Project coordinator is responsible for assisting the construction staff in creating and preserving the records of day-to-day operations for projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Project Coordination:

1. Tribal Council Approval Process

- Assists project manager with tasks associated with seeking tribal council approval, such as:
- a. Development of the Agenda Request Forms
 - b. Development of the Resolutions
 - c. Distribution of these documents for approval/signatures
 - d. Maintenance of these documents

2. Design, Engineering and Construction Process

Assists project manager in coordination of tasks related to design, engineering and construction services, such as:

- a. Processing solicitation for services;
 - i. Coordinates request for proposal invitations/bids
 - ii. Coordinates approval process; distributes proposals with scoring criteria
 - iii. Schedules proposal review meetings and/or presentations
 - iv. Develops scoring results matrix
 - v. Processes contract for tribal council approval
 - vi. Coordinates notifications
 - vii. Maintains documentation of all of the above
- b. Processing contract agreements;
 - i. Coordinates distribution of contract agreement to CAT members for review
 - ii. Schedules meetings for contract agreement review
 - iii. Processes contract agreement for tribal council approval

- iv. Maintains documentation of all of the above
- c. Supporting project development as follows:
 - i. Gathers existing project information
 - ii. Schedules, coordinates and attends project meetings
 - iii. Documents and distributes project meeting notes and action items
 - iv. Follows up on action items
 - v. Reproduces project materials for team distribution and files
 - vi. Responds to coordination issues between consultants and contractors
 - vii. Assists and participates in public meetings
 - viii. Maintains documentation of all of the above
- d. Processing project administration documents;
 - i. Correspondence
 - ii. Project Directories
 - iii. Contract Agreements
 - iv. Bonds, Certificates, Insurance
 - v. Budgets
 - vi. Schedules
 - vii. Invoicing
 - viii. Bidding
 - ix. Permitting
 - x. Construction Phase: reports, inspections, submittals, modifications, change orders, pay requests

Office Administration:

1. Maintains a document control system for construction services to include:
 - a. Project documents – Master Filing System
 - b. Office Filing System
2. Supports the construction services by facilitating project logistics such as meetings, conference rooms, conference calls, etc.
3. Acts as a liaison to other tribal departments, vendors, and contractors for construction services.
4. Manages office operations and procedures for construction services department such as filing, copying, purchasing of supplies and equipment, and other various clerical duties.
5. Processes and tracks purchase orders.
6. Maximizes office productivity through proficient use of appropriate software applications, equipment, and supplies.
7. Researches and develops resources that create timely and efficient workflow.
8. Performs other duties as assigned.

Career Development:

1. Actively participate with the Project Manager in:
 - a. The identification of a Career Development Plan
 - b. The identification of training opportunities to build upon on skills, or refresh skills similar to CEU courses

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

H.S. Diploma/GED

Minimum of 5 years experience in the position of project manager assistant or similar position on commercial / residential construction projects of \$10 million dollars plus.

Drawing interpretation

Document Control

Strong communication, organization, and leadership skills

Proficiency with Microsoft Excel and Word

Strong customer service skills

Proficiency in multitasking

SUPERVISORY RESPONSIBILITIES

This position has no supervisor responsibilities.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Licenses or Certificates

Valid Washington State driver's license and proof of insurance required.

Must pass a criminal background check.

Notary license required.

Other Skills and Abilities

Ability to be culturally sensitive in a diverse society.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee occasionally is required to stand and walk.
- The employee is occasionally required to stoop, kneel, crouch, or crawl - yikes.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Ability to sit for extended lengths of time. Manual and finger dexterity for operation of personal computer and routine paperwork.
- Lifting documents in excess of (25) pounds
- Maneuvering cumbersome product samples.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is primarily performed in an office setting, with some travel to project sites.
- There are frequent employee contacts and interruptions during the day.
- Position may be stressful at times due to multi-tasking and critical deadlines and due to the sensitive or confidential issues being addressed.
- Requires occasional travel using employee's own transportation.
- Inside majority of time with limited exposure to outside elements.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863
Fax#: (253)573-7963

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*