

## JOB OPENING ANNOUNCEMENT

**Job Title:** YAN Project Manager

**Report To:** Executive Director Housing

**Department:** Tribal Housing

**Job Vacancy:** YAN-25-13

**Status:** Full-Time; Exempt

**Starting Wage:** DOE

**Opening Date:** February 3, 2025

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

The Project Manager is responsible for the effective and efficient supervision of all new and rehab construction projects for the Yavapai Apache Nation Tribal Housing, including planning and administration of the construction projects until completed. This position will also provide the same support for all special projects as undertaken.

### **QUALIFICATIONS:**

- High School Diploma or GED, plus Associates Degree in Business or Construction Management from a secondary educational institution
- Minimum five (5) years home construction experience; prefer at least two (2) years of experience with tribal housing issues
- Ability to read, analyze and interpret technical drawings and specifications
- Prior supervisory experience required
- Ability to apply principals of logical or scientific thinking to a wide variety of intellectual and practical problems
- Must have a valid Arizona Driver License and be insurable with the Yavapai-Apache Nations insurance policy and maintain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Manages assigned staff and programs in the best interest of the Nation.
- Supervise delegated work and provides direction to the Building Inspector/Planner in order to best maximize production efficiencies.
- Prepare Environmental Reports for home renovations.
- Coordinates the activities and services provided to tenants and homeowners who are displaced due to planned projects or emergencies.
- Maintains all project files in an accurate and accessible manner
- Identifies and contacts prospective contractors when a job is ready to go out for bid. Responsible for the procurement process from initial contact with contractors through the awarding of the contract.

- Ensure all safety controls as required by OSHA and/or local building codes
- Builds and maintains a positive relationship between the Tribal Housing Department, HUD/ONAP, BIA, IHS, other federal and public agencies and individuals involved in the project management process
- Submits daily/weekly/monthly reports to the Executive Director as necessary - written and/or oral
- Participates in construction meetings with the Executive Director, Architect, Home owner and Contractors.
- Assists the Contracting Officer/Executive Director in resolving contract disputes and claims
- Prepares and maintains all project management reports as required by federal regulations
- Works closely with Indian Health Service (IHS) on infrastructure issues of new and rehabilitation homes
- Evaluates and reviews the performance of assigned personnel
- Ensures that training and development opportunities are maximized for assigned staff
- Maintains professional education and attends meetings/conferences to keep abreast of changes in requirements which affect the Nation and current trends in the housing or construction fields.
- Must have a high adaptability when confronted with difficult situations and able to exercise sound judgment at all times
- Maintains a positive working relationship with other Tribal employees
- Accomplishes other job-related duties as assigned by the Executive Director Housing or delegate.
- Assist the Maintenance Department with contracting work when our staff is unable to complete required work.

### **Physical Requirements:**

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

**INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

