JOB OPENING ANNOUNCEMENT

Job Title: Construction Project Manager
Report To: Community Development Director
Department: Community Development
Job Vacancy: YAN-26-115
Status: Full Time (Exempt)
Starting Wage: $90,002.00 Annually
Opening Date: 10/26/2026
Closing Date: Until Filled

POSITION DESCRIPTION:

The Construction Project Manager plans, coordinates, and oversees construction, renovation, infrastructure, and capital improvement projects for the Yavapai-Apache Nation from initial planning through final closeout. The position manages project scope, schedule, budget, quality, documentation, contractor performance, and coordination among Tribal leadership, departments, consultants, contractors, funding partners, and regulatory agencies. The Construction Project Manager serves as the Nation's primary project representative on assigned work and is expected to identify risks early, resolve issues, protect the Nation's interests, and ensure completed work meets approved plans, specifications, contracts, funding requirements, and operational needs. The Construction Project Manager is also responsible for supporting and monitoring contractor compliance with the Yavapai-Apache Nation's Tribal Employment Rights Ordinance (TERO) Code and other applicable Tribal laws, policies, procurement requirements, and construction standards throughout the duration of assigned projects.

QUALIFICATIONS:

- Bachelor's degree in Construction Management, Civil Engineering, Architecture, Project Management, Business Administration, or a related field; an equivalent combination of relevant education, technical training, and experience may be considered.
- Minimum five (5) years of progressively responsible construction project management, construction administration, or owner's representative experience, including responsibility for budgets, schedules, contracts, contractors, and field coordination.
- Experience with Tribal, public-sector, institutional, infrastructure, or grant-funded construction is preferred. PMP, CCM, OSHA 30-Hour Construction, or similar professional credentials are desirable.
- Working knowledge of construction methods, materials, sequencing, estimating, scheduling, contract administration, quality control, jobsite safety, permitting, inspections, and common construction industry practices.
- Knowledge of, or ability to learn and apply, Tribal construction contracting requirements, procurement procedures, TERO requirements, and other Tribal laws and policies applicable to construction projects.
- Ability to read and interpret construction drawings, specifications, site and civil plans, contracts, proposals, estimates, schedules, submittals, requests for information, change orders, and related technical documents.

- Demonstrated ability to manage project budgets and schedules, review contractor pay applications and change proposals, evaluate cost and schedule impacts, and maintain accurate financial and progress records.
- Knowledge of competitive procurement, bidding, contractor and consultant selection, insurance and bonding, and construction contract administration; ability to identify matters requiring Legal, Procurement, Finance, or specialty professional review.
- Ability to maintain complete project files, field documentation, reports, correspondence, and closeout records. Proficiency with Microsoft Office and construction project management, scheduling, document review, or similar software is required or must be obtained after hire.
- Strong communication, negotiation, problem-solving, and conflict-resolution skills, with the ability to clearly present technical, schedule, and financial information to leadership, staff, contractors, consultants, community stakeholders, and funding partners.
- Ability to work independently, manage multiple concurrent projects and deadlines, exercise sound judgment, travel between project sites, respond to urgent construction issues, and communicate effectively in English.
- Must have a valid Arizona Driver's License, be insurable under the Nation's automobile insurance policy, and maintain insurability throughout employment.

DUTIES AND RESPONSIBILITIES:

- Oversee assigned Tribal construction, renovation, infrastructure, and capital improvement projects from initiation through completion and closeout, maintaining approved scope, schedule, budget, quality, and Nation priorities.
- Develop and maintain project scopes, budgets, schedules, milestones, procurement plans, risk items, and other planning documents needed to move projects from concept through construction.
- Coordinate planning and design with Tribal leadership, departments, architects, engineers, consultants, utilities, funding partners, agencies, and other stakeholders to confirm project needs and site requirements.
- Review plans, specifications, estimates, and design documents for completeness, constructability, coordination, phasing, cost, and consistency with approved project objectives; coordinate revisions as needed.
- Coordinate construction procurement and contracting activities, including scopes of work, solicitations, pre-bid meetings, contractor evaluations, contract documents, insurance, bonding, notices to proceed, and applicable Tribal Preference requirements.
- The Construction Project Manager is also responsible for supporting and monitoring contractor compliance with the Yavapai-Apache Nation's Tribal Employment Rights Ordinance (TERO) Code and other applicable Tribal laws, policies, procurement requirements, and construction standards throughout the duration of assigned projects.
- Monitor contractor and subcontractor compliance with applicable Tribal employment, contracting, workforce, and TERO requirements; maintain appropriate compliance documentation and promptly communicate identified deficiencies to the contractor, TERO representatives, Community Development Director, or other appropriate Tribal officials for corrective action.

- Serve as the primary project contact for contractors, consultants, inspectors, and stakeholders; conduct or participate in preconstruction, progress, coordination, and closeout meetings and document decisions and action items.
- Monitor construction through regular site visits and field observations; compare work with approved plans, specifications, schedules, and contracts; document deficiencies, delays, and corrective actions through resolution.
- Coordinate permits, inspections, testing, code compliance, utility coordination, environmental requirements, cultural or land-use reviews, and other Tribal, federal, state, or local approvals applicable to the project.
- Track project budgets, commitments, purchase orders, invoices, pay applications, retainage, contingency, cash flow, and projected final costs; verify supporting documentation and recommend payment for properly completed work.
- Review requests for information, submittals, substitutions, change orders, field directives, claims, and contract modifications; evaluate cost, schedule, and operational impacts and provide recommendations or approvals within assigned authority.
- Maintain and monitor project schedules, including critical milestones, long-lead materials, procurement, inspections, utility work, and contractor activities; identify delays and coordinate recovery or mitigation plans.
- Monitor contractor compliance with required safety plans, site controls, personal protective equipment, and applicable safety requirements; promptly communicate observed concerns to the responsible contractor and Tribal leadership.
- Maintain complete project records, including contracts, plans, schedules, correspondence, meeting minutes, field reports, photographs, permits, inspection records, payment documentation, change records, warranties, and closeout documents.
- Provide timely project updates to Tribal leadership, Community Development, Finance, Legal, Procurement, Facilities Maintenance, affected departments, and other stakeholders regarding budget, schedule, risks, decisions, and upcoming milestones.
- Coordinate documentation for grant-funded or externally funded projects, including eligible-cost tracking, reimbursement support, reporting, record retention, audit documentation, and compliance with applicable funding conditions.
- Coordinate substantial and final completion, punch-list work, commissioning, owner training, final inspections, as-built drawings, operation and maintenance manuals, warranties, acceptance, occupancy requirements, and project turnover.
- Assist with capital improvement planning, facility and infrastructure assessments, conceptual cost estimates, project prioritization, lifecycle considerations, and development of annual or multi-year construction budgets.
- Perform other related construction project management duties as assigned, including emergency repairs, renovations, demolition, new construction, site improvements, utility projects, and other work supporting Tribal facilities and infrastructure.

Physical Requirements:

The employee works in both office and active construction environments and regularly travels to project sites. Duties require extended computer use and may include standing, walking on uneven or unfinished surfaces, climbing stairs or ladders, bending, kneeling, reaching, and occasionally lifting and/or moving up to twenty-five (25) pounds. Work may occur outdoors in varying weather and around construction equipment, vehicle traffic, excavations, dust, and noise. The employee must be able to use required personal protective equipment, communicate safely on job sites, drive between project locations, and occasionally attend meetings or respond to project conditions outside normal business hours.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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

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