

LOWER BRULE SIOUX TRIBE
LOWER BRULE EMPLOYMENT ENTERPRISE
JOB ANNOUNCEMENT

JOB TITLE: Lower Brule Employment Enterprise Manager

JOB CLASS: Level IX

JOB SUMMARY: Under the direct supervision of the tribal chairman, tribal council or appropriate board, manages operations. The LBEE shall be overseeing and directing projects from conception to completion. Review the project in-depth to schedule deliverables and estimate costs, and overseeing all onsite and offsite constructions to monitor compliance with building and safety regulations. Supervisor all the employees working under the Lower Brule Employment Enterprise.

ILLUSTRATIVE DUTIES & RESPONSIBILITIES:

- Oversee and direct construction projects from conception to completion
- Review the project in-depth to schedule deliverables and estimate costs
- Oversee all onsite and offsite construction to monitor compliance with building and safety regulations
- Coordinates and direct construction workers and sub-contractors
- Select tools, materials and equipment and track inventory
- Meet contractual conditions of performance
- Review the work progress on a daily basis
- Prepare internal and external reports pertaining to job status
- Plan ahead to prevent problems and resolve any emerging ones
- Negotiate terms of agreements, draft contracts and obtain permits and license
- Analyze, manage and mitigate risks
- Ensure quality construction standards and the use of proper construction techniques
- Perform other related duties as assigned

QUALIFICATIONS REQUIREMENTS:

- Proven work experience in construction management
- Advanced knowledge of construction management process, means and methods
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Understanding of all facets of the construction process
- Ability to plan and see the “big picture”
- Competent in conflict and crisis management
- Leadership and human resources management skills
- Excellent time and project management skills
- BS degree in construction management, architecture, engineering or 10 years of experience in related field
- Must pass a drug test prior to being hired

TO APPLY: Submit LBST application/Resume to:

**Human Resources Dept
Lower Brule Sioux Tribe
187 Oyate Circle
Lower Brule, SD 57548**

Opening Date: 05/02/22

Closing Date: 06/02/22