

**LOWER BRULE SIOUX TRIBE
LOWER BRULE EMPLOYMENT ENTERPRISE
JOB ANNOUNCEMENT**

ReAdvertisement #1

JOB TITLE: Employment Enterprise Manager

JOB CLASS: Level IX

JOB SUMMARY: Under the direct supervision of the Tribal Chairman, Tribal Council or appropriate board, manages boards. The LBEE manager shall oversee and direct projects from conception to completion. Review the project-in-depth, to schedule deliverables and estimate costs, and oversee all on-site and off-site constructions to monitor compliance with building and safety regulations. Supervise all 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 on-site and off-site construction to monitor compliance with building and safety regulations.
- Coordinates and directs 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 licenses.
- 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.
- Bachelor’s of Science degree in construction management, architecture, engineering or ten (10) years of experience in related field.
- Must possess a valid SD state driver’s license.
- Must pass a drug test, prior to employment.

TO APPLY, submit LBST employment application/Resume’to:

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

OPENING DATE: 04/21/2023

CLOSING DATE: 05/22/2023