



TULE RIVER INDIAN TRIBE OF CALIFORNIA
340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 01/07/2019 Closing Date: Open Until Filled

Job Specific Position

Position Title: Superintendent of Construction

Department: Public Works Department

Work Schedule: Monday-Friday 8:00AM-5:00PM/ Hours May Vary

Wage Rate: Salaried/ D.O.E./Bi-Weekly

If you are interested in this position, please submit the following:

- Completed Application
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE:
Superintendent of Construction

WORKSITE: Tule River Indian Reservation
Various site locations

SUMMARY POSITION DESCRIPTION

Under the direction of the Director of the Public Works Department, Superintendent of Construction shall be instrumental in overseeing construction operations of wastewater treatment plant and sewer main collection projects including associated labor, equipment and budgeting necessary for project completion.

DUTIES & RESPONSIBILITIES:

Oversee the day-to-day operations of a multi-million dollar wastewater treatment collection project and sewer main collection under Tribal construction contract or utilizing Tribal labor force account, ensuring that the project meets all time frames and compliance issues.

1. Supervises implementation and coordination of plans, specifications and schedules to ensure project completion and that compliance and regulations are met.
 2. Evaluates and monitors documents for reporting to ensure progress is being made on a daily basis prior to submission and those budgets are met accordingly.
 3. Assures that procurement meets the guidelines as outlined in purchases as required.
 4. Reviews and designs drawings to ensure that they are in compliance with "UBS's" while construction is in progress. These need to be accurate and meet subscribed specifications.
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KNOWLEDGE, SKILLS, AND ABILITY:

1. Must possess data processing techniques compatible with application.
2. Ability to read and interpret maps, site plans, grades and construction drawings.
3. Responsible for project, laborers, equipment operators and sub-contractors.
4. Ability to establish and maintain working relationships with all entities involved in project construction including communication with field and department managers to ensure timely efficient and productive work.
5. Proficient in project budgeting including reviewing and executing of change orders, ensuring timely and accurate billing, tracking of job costs and monthly forecasts.
6. Ability to communicate and report to those entities responsible for the programmatic and financial accountability of the project.
7. Responsible for maintaining project schedule and accurate documentation of significant activities or delays.

8. Knowledge of construction, paving, underground sewer/mains, concrete grading and practices.
9. Knowledge of equipment use and safety including knowledge and understanding of all OSHA safety training and implementation.
10. Ability to work in a high production environment and demonstrate decision making skills.
11. Ability to respond quickly and effectively under pressure while meeting deadlines.

QUALIFICATIONS:

1. High School Diploma or G.E.D.
2. Minimum of 12 years heavy civil construction experience and demonstrated experience as a project manager on large wastewater treatment and sewer main collection projects; Minimum of five (5) years of experience supervising others.
3. Graduation from a recognized (four year degree) college or equivalent combinations of training and experience in construction management, construction inspection, education administration, public administration, architecture, engineering, planning or construction.
4. Experience in the installation of PVC sewer mains, lift stations in conjunction with wastewater projects, domestic water mains and service connection and grade checking.
5. Must have a valid CA Driver's License and be insurable under the Tribe's insurance policy.
6. Must have a CA Contractor's License.
7. Must submit to a pre-employment drug screen.
8. Must pass a background investigation check.

PHYSICAL REQUIREMENTS

Work Environment:

1. Typical office environment with adequate temperatures and lighting, low levels of noise.
2. Demands of meeting tight deadlines.
3. Exposed to the conditions of job site which can include loud noises, dust, fumes and extreme weather conditions prevalent at the time.
4. May work various shifts or hours, including early mornings, dusk, evening, and nights.
5. Safety tailgate meetings with documentation a must.

Physical Demands:

1. Sitting for long periods of time working at the computer or driving to job sites. Using computer for prolonged periods, keyboarding; use of finger to make small movements such as typing and mouse usage.
2. Job site visits required walking on uneven ground, climbing, bending, stooping, and crawling in confined or enclosed spaces.
3. Some lifting of materials and equipment up to 50 lbs. Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Equipment Used:

Personal computer, projection equipment, telephone, pagers, company vehicle, 10 key/calculator, digitizer, digital camera, video equipment, personal protective equipment (i.e. safety glasses, steel-toed boots, hearing protection, etc.), walkie-talkies and safety gear.

Department: Public Works Department

This position reports to: Director of Public Works

Salary: Salaried/ D.O.E./Bi-Weekly

Benefits: Dependent on anticipated length of project:
Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K.

Working Hours: Monday – Friday 8:00AM-5:00PM
Hours May Vary

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE