

MILLE LACS CORPORATE VENTU

Job Title: Project Manager

Department: Facilities

Grade: E9

Reports To: VP of Facilities

Date of Posting:

Posting Expires:

Shift: Rotating

No Transfers Accepted after 5:00 PM

American Indian Preference in Hiring

Resume and Application Required

SUMMARY: Responsible for the management of construction from concept through completion ensuring installation and operations for a project specific duration of time. All in accordance with applicable building and safety codes and Grand Casino Policies and Procedures on all entities and properties under the control of Mille Lacs Corporate Ventures.

MEETING PERFORMANCE EXPECTATIONS:

To perform this job successfully, an individual must be able to perform **each essential duty** satisfactorily. Responsibilities listed below are representative of the knowledge, skills and/or ability needed to effectively execute this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

ESSENTIAL DUTIES OF THE POSITION:

- Provide on-site observation, inspection and approval of all construction work.
- Primary construction liaison with general contractors, vendors, subcontractors, other Consultants and Mille Lacs Corporate Ventures during the construction process.
- Communicate with contractors, Mille Lacs Band and/or departments in defining the scope of services to ensure timely and accurate completion of projects.
- Works with the department VP and coordinator to develop contracts and service agreements through established processes.
- Monitor contractor activities to achieve completion within set goals for time and established budgets.
- Analyze reports and documents (soil reports, tower analysis, surveys, etc.) prepared or collected by consultants or staff.
- Review with architects and engineers the integrity of design and construction of projects from site to completion.
- Ability to interpret specifications and cost estimates for assigned jobs.
- Review project designs to determine preliminary budget and ensure initial cost estimates are reasonable.
- Maintains project files to include, but not limited to: budgets, close out information, warranties, as-built drawings, manuals, contracts, etc.
- Negotiates with, and monitors performance of consultants and contractors.
- Establishes and maintains a solid working relationship with local building code officials.
- Maintains Grand Casino Hinckley/Mille Lacs standards regarding, Indian Employment Rights Ordinance (IERO), Americans with Disabilities Act (ADA), insurance permits, safety inspection, etc.
- Ensures that all cleaning materials, chemicals and equipment are used in accordance with the manufacture instructions and all OSHA safety rules and regulations are followed.
- Interacts with guests and other departments in a professional and courteous manner.
- Accepts other duties as assigned.

SUPERVISORY REQUIREMENTS OF THE POSITION:

- Directly supervises the activities of the Projects team.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training Associates; planning, assigning, and directing work; appraising performance; rewarding and disciplining Associates; addressing complaints and resolving problems.

THE COMPANY REQUIRES EVERY ASSOCIATE TO:

- *Maintain a consistent and regular attendance record.*
- *Encourage mutual respect among associates by setting positive examples.*
- *Maintain a professional reputation in the company and community.*

QUALIFICATION REQUIREMENTS**EDUCATION and/or EXPERIENCE:**

- Project management degree, certification or equivalent experience in project management with a minimum of 5 years project management experience on major commercial projects over five million dollars (\$5,000,000).
- Two (2) years supervising project staff.

SPECIAL QUALIFICATIONS:

- Must be able to pass company pre-employment Drug and Alcohol test.
- Must be able to secure license from Gaming Regulatory Authority.
- Mille Lacs Band Member and American Indian preference will be exercised in the hiring process.
- Ability to prepare specification and cost estimates for assigned jobs.
- Three (3) years AutoCAD software and other construction scheduling software.
- Responsible for following all relevant Detailed Gaming Regulations (DGR's).
- Ability to learn Microsoft applications and company issued software.

LANGUAGE SKILLS:

- Must possess excellent verbal and written communication skills.
- Must be able to effectively communicate in one-on-one, small group situations, and to moderate-sized gatherings of associates, executives and/or community leaders.

MATHEMATICAL SKILLS:

- Must be able to add, subtract, multiply and divide in all units of measure, using whole numbers, percentages, common fractions, and decimals, and work with mathematical concepts such as statistical inference.

REASONING ABILITY:

- Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, technical documents apply common sense understanding to a variety of situations, in order to collect data, analyze facts, and determine appropriate response.

PHYSICAL DEMANDS:

While performing the duties of this job, the associate is regularly required to:

- Talk and hear.
- See and adjust focus to include close, distance, depth, and peripheral vision.
- Stand, walk, run, sit, balance, stoop, kneel, climb, crouch, and/or crawl.
- Handle objects, tools, and controls; reach with arms and hands.
- Lift and/or move objects weighing up to fifty (50) pounds.
- Climb a variety of ladders, up to 36 feet, and use aerial lift equipment.

WORK ENVIRONMENT:

While performing the duties of this job, the associate is regularly exposed to:

- A low-to-moderate noise level (offices).
- A moderate-to-loud noise level (public areas).
- Second-hand cigarette/cigar smoke.
- -Motorized equipment and machinery.
- Unusual indoor and outdoor elements such as extreme temperatures, wet or humid conditions, chemicals, fumes, vibration, airborne particles, dirt, dust and other hazards.