



SANTO DOMINGO TRIBAL HOUSING AUTHORITY

**P.O. Box 10, Santo Domingo Pueblo, NM 87052
(505) 465-1003 / (505) 465-1012 (F)**

Position: Capital Improvements Manager
Department: Housing
Salary Range: E5 (\$51,255 - \$62,400)
Employment Status: Exempt
Opening Date: August 31, 2020
Closing Date: Until Filled – First Review September 14, 2020

JOB SUMMARY:

The Capital Improvements Manager is responsible for the efficient development, rehabilitation, review and proper maintenance of all houses, offices and infrastructure of the Santo Domingo Tribal Housing Authority (SDTHA), consistent with applicable SDTHA policies, Tribal Ordinances and Federal requirements. He/she is responsible for planning, coordination and supervision of personnel, work processes, procedures, procurement, annual and periodic reviews of housing units, cost forecasting and cost control as required by budgetary constraints, materials management, inventory control, and equipment use. Also performs other duties as assigned.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found or assigned to this position.

DUTIES AND RESPONSIBILITIES:

- Supervise and provide leadership and direction to the Maintenance personnel, and Force Account Crew.
- Assists and coordinates with Executive Director on preparation of Annual Operating Budget and Indian Housing Plan (IHP).
- Oversee and assist with all required environmental reviews.
- Creates and implements program plans, evaluates progress, and adjusts plans and activities as necessary.
- Prepares all necessary data and financial information for reports required by funding sources and assures reporting deadlines are met.
- Administration of professional and technical contracts (general construction contracts, architect and engineer contracts, supply contracts, etc.) to include: preparation of bid advertisement and RFP's in accordance with the SDTHA Procurement Policy, acceptance of bids, documentation of data and information received, issuance of Notice to Proceed, preparation of contracts and change orders for signing by SDTHA Executive Director; monitoring of progress in accordance with construction schedule of completion; having on file a contract register for each contract, and approval of requests for payment.
- Ensures assessments of repairs/renovation requirements of all SDTHA housing units are conducted.
- Coordinate with Tribal and Federal departments, as appropriate, for all required permits and employment issues.
- Ensure compliance with SDTHA internal controls and other policies governing administrative and procurements matters.

SUPERVISORY RELATIONSHIPS:

The Capital Improvements Manager reports to and receives general direction from the Executive Director. He/she is a member of the management team of the SDTHA, and therefore may participate freely in the discussion of overall management issues. He/she will show initiative in carrying out assigned duties and responsibilities in a professional and businesslike manner, consistent with SDTHA policies and Federal program requirements. He/she provides team leadership and consistent supervision of all staff.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Construction Management or related field, or two years of experience for each year of education may be substituted.

Five years of responsible experience in contract administration/modernization programs and experience supervising construction crews.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Indian Housing Block Grant Program.
- Knowledge of computers in MS Word, MS Excel, and Outlook on personal computers.
- Ability to plan and manage time effectively.
- Ability to work under pressure.
- Ability to communicate effectively and clearly both verbally and in writing.
- Ability to initiate, organize and follow up.
- Must be able to understand applications of regulations, contracts, policies and procedures.
- Ability to establish a good rapport with the general public, residents, contractors, suppliers and co-workers.
- Must be able to handle multiple tasks and complete projects within specified timeframes.

SPECIAL REQUIREMENTS:

Must possess a valid New Mexico State Driver's license and be insurable under the SDTHA Insurance.

Must successfully clear an extensive Criminal Background inquiry and pre-employment drug screen.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee must lift and/or move up to 40 pounds.

WORK ENVIRONMENT:

Work is generally performed in office setting, housing unit and outdoors with moderate noise level. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.

Required Submittals:

1. Letter of Application
2. Resume
3. Santo Domingo Tribal Housing Authority Employment Application

Incomplete packets will not be considered.

Submit Letter of Application, Resume and Application to:

Brook B. Kristovich
Santo Domingo Tribal Housing Authority
(505) 465-1003
Bkristovich@sdtha.org