



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque

DISTRICT I Henry Fox **DISTRICT II** Henry Fox **DISTRICT III** Laura Lee Erickson

Job Announcement

Position: Project Superintendent

Location: White Earth

Pay: 35.83/DOQ

Open: 11-03-25

Close: 11-07-25

Status: Full-Time

Benefits: Full

The White Earth Business Committee is currently seeking a qualified candidate who will be responsible for the on-site management of construction projects that will be managed by the White Earth Finance Contracting.

Position Outcomes:

- Participate in meetings with A/E firm and staff during the design process to become familiar with plans and specifications prior to project bidding.
- Participate in the bid phase. Assist contracting staff in preparing bid packages and project schedule for solicitation.
- Attend bid opening. Review bids with contracting staff for accuracy and compliance with bid solicitation.
- Coordinate pre-construction meeting. Explain the project, expectations, schedule, etc to the construction contractors.
- Post OSHA safety posters and Right to Know posters on the site for contractor reference. Maintain Material Safety Data Sheets (MSDS) for all products/materials utilized on the project for reference by on-site workers. Maintain a clean and safe worksite.
- Coordinate the submittal process. Review the specification to assure that contractor has submitted all required submittals and send them to the AE firm for review. Send approved submittals back to the contractor.
- Coordinate the contractors and the materials when needed on site.
- On site inspections conducted daily or as needed depending on size of project and status of the project. Will monitor quality of all contractor installation efforts and assure that the work is in compliance with project drawings and specifications. Daily reports will be filled out daily.
- Conduct contractor meetings, review progress, address issues, discuss the schedule and the upcoming work to be performed. Record meetings minutes which document decisions/direction made for distribution to all project contractors.
- Contact supervisor daily to discuss progress and any issues that may arise.
- Facilitate the Request for Information (RFI) process, by receiving contractor questions, and submitting it to the AE for review. If changes are needed. Send out a Request for Proposal to contractors. Review proposals for accuracy and fairness prior to sending them to the architect for review.
- Maintain a current Red-Line set of contract drawings to record all changes to the project.
- Responsible for on-site dispute resolution between contractors for scope of work issues.
- Establish and enforce work hours, work rules and site access.
- Assure that punch list is completed by contractors and that O&M manuals have been received.
- Maintain good rapport with clients, contractors and contracting staff.
- Review invoices and payment requests to assure that the amount requested matches the work completed. Once review is complete and approved, sign and send to contracting staff for further processing.
- This job description has been designated and verified by the White Earth Reservation Tribal Council as an approved position for Fisheries Percentage.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities Required:

- Knowledge of and the ability to follow the policies and procedures of the White Earth Reservation Business Committee
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of field management principles involved in the strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources
- Knowledge of the structure and content of the English language the meaning and spelling of words, rules of composition and grammar
- Knowledge of construction practices and procedures
- Working Knowledge of tribal, local, state and federal building codes and ordinances.
- Ability to effectively communicate and provide guidance to contractors
- Ability to envision and plan mid and long term, to allow for contractor interface and material deliveries
- Ability to recognize changed conditions and communicate in a timely manner with contractors and supervisor, both verbally and in writing.

- Ability to recognize potential jobsite safety hazards, and take pro-active action to eliminate or mitigate any safety risk issues
- Ability to layout work construction activities. Have a grasp on basic arithmetic and geometry.
- Possess basic computer skills in Microsoft Excel, Word and Outlook applications
- Skilled in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Skilled in motivating, developing, and directing people as they work, identifying the best people for the job.
- Skilled in managing ones' own time and the time of others.
- Skilled in considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Ability to understand the implications of new information for both current and future problem-solving and decision-making.
- Ability to maintain confidentiality.
- Ability to meet deadlines and prioritize tasks
- Ability to be punctual and have good attendance

Qualifications:

- **Degree in an Architecture or Construction Management Field and at least Five (5) years of direct experience in field with progressive responsibility; or equivalent combination of education and experience.**
- **Valid Driver's License and insurance for travel between sites and other business-related destinations.**
- **Must be able to pass a criminal background check and drug screening.**
- **Must complete all training and receive certifications within 12 months of hire.**

Mail Applications to: White Earth Tribal Council
 Attention: Personnel
 P.O. Box 418
 White Earth, MN 56591

Download Applications at: www.whiteearth.com

*EEO with Native Preference
 A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment
 Background Checks performed*

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | whiteearth.com