
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES
P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913

**JOB DESCRIPTION**

POSTED: FEBRUARY 28, 2018 DEADLINE: MARCH 14, 2018

POSITION: Building Trades Director

DEPARTMENT: Building Trades

LOCATION: Watersmeet, Michigan

SUPERVISOR: LVD Tribal Chairman

EMPLOMENT: Full time

SALARY/PAY RATE: \$21.53-\$29.07 per/hr.

DESCRIPTION:

Directly supervises employees in the Building Trades Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

RESPONSIBILITIES:

- Insure company and customer satisfaction through professional appearance, expert workmanship and polite communication.
- Must be directly involved with any and all budget meetings directly related to this position; responsible for monitoring and staying within annually set budget.
- Responsible for monitoring all employee job performance and apply all performance notes to employee probationary period evaluations and annual performance evaluations.
- Trains, instructs and assists carpenters and other personnel, assigning duties to each employee
- Maintains inventory of supplies and equipment and ensures needed supplies are available
- Develop job estimates
- Order materials for each job following the purchasing policy
- Document and record job changes
- Maintain records of man hours worked at each job
- Provide Tribal Accounting final job costs for billing
- Inspects equipment for damage or safety hazards
- Ensure all employees are using safety equipment and practices on the job

- Be aware of changes to the Michigan Building code
- Ensure all department vehicles are maintained and in good working order
- Maintain employee documentation, time cards, and forms as needed
- Produce a monthly department report for Tribal Council
- Track and be aware of department budget and expenditures

MINIMUM QUALIFICATIONS:

- Must have High School diploma or general education degree (GED).
- Proven work experience in construction management
- Michigan Builders license
- Ability to read blue prints
- Valid driver's license
- Requires the ability to climb ladders and lift weights in excess of 50 lbs.
- Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders.
- Must be able to work in varying conditions, surroundings and weather conditions.
- May be subject to changes in shift schedules and work locations.
- Must be able to work under stressful situations
- Must be able to work as a team member or alone with little direction. Ability to take and follow directions
- Minimum two years of experience in related field or equivalent education
- Must possess excellent verbal and written communication skills
- Exceptional organizational skills

PREFERRED QUALIFICATIONS:

- BS degree in construction management, architecture, engineering or related field
- Minimum five years of experience in related field or equivalent education
- First aid/ CPR Certification

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position

Date Approved by the Tribal Council: February 27, 2018

Northern Waters Casino Resort

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