



Pawnee Nation Housing Authority

JOB DESCRIPTION

Title: Project Manager

Department: Maintenance, Main Office

Job Type: Part time Temporary, 6-month Contract

Wages: Hourly, 20 hours per week

Reports To: PNHA Executive Director

General Summary: The Project Manager will be responsible for helping oversee the successful completion of the PNHA Roofing Project for 19 units and Housing renovation programs. Responsible for overall project planning and scheduling, resource allocation, project accounting and control.

Essential Functions:

- Serves as the lead for housing projects, by establishing and communicating project scope, activities, timelines, scheduling, reporting requirements, obtaining utility assurances, ordering of sit inspections and deliverables, identifying and resolving project issues related to third party contractors, and proactively managing changes in project scope.
- Communicating with contractors about project expectations and goals, including production of scopes of work for specified projects
- Managing deadlines and progress to ensure the project is delivered on time and on budget
- Organizing third-party providers and vendors to deliver elements that can't be produced in-house
- Overseeing the delivery of projects and making adjustments as necessary to ensure they are delivered to specification and high standards
- Inspect or evaluate workplace environments, equipment or practices to ensure compliance with safety standards and government regulation
- Monitors and organizes work orders
- Prepare monthly, quarterly, and annual reports for the PNHA Board of Commissioners
- Maintains project files and ensures that the files are correct and current
- Performs other duties, as assigned and within the scope of the position

Experience, Knowledge, Skills & Abilities:

- Must possess four (4) years of working experience related to construction design, management, and inspection, including project development, management, execution, inspection, and completion.
- Must possess a valid Oklahoma Driver's License
- Must be insurable with the Pawnee Nation Housing Authority's vehicle provider
- Must be able to pass a background check
- Must be available to work at remote locations
- Must analyze situations and adopt appropriate courses of action
- Must demonstrate strong organizational skills, with the ability to prioritize



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- Must meet deadlines, adapt to changing priorities, and work well under pressure
- Must possess knowledge of applicable federal, tribal, state and local laws, regulations and requirements
- Ability to maintain confidentiality
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Must be able to work independently