

Job Announcement
COVID Facilities Development and
Campus Manager
(Full-Time, 12 months)

Opening Date:	April 27, 2022
Review Date:	May 27, 2022
Closing Date:	Open until filled
Start Date:	As soon as possible
Location:	Lummi Main Campus
Salary:	\$55,000 to \$65,000 Max DOE

The salary placement upon hire is based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

The COVID Facilities Development and Campus Project Manager will coordinate the activities and operations of capital development projects as assigned. The Project Manager assures that the work and services are efficiently and economically carried out as directed by the Vice President for Campus Development and Administrative Services and President of Northwest Indian College and will prepare strategies, plans and work schedules to carry out the required project tasks, as well as prepare project budgets, approve and monitor project expenditures, prepare required reports, develop cost estimates, manage service and vendor contracts and maintain project books, accounts and records.

DUTIES & RESPONSIBILITIES

1. Coordinate between the NWIC and Lummi Planning for the planning, design and development of campus projects, including the approval of drawings, specifications and developed budget.
2. Supervise COVID-related infrastructure, planning and placement of campus modular facilities.
3. Coordinate COVID-19 responses to the Rose and Blythe Indoor Air Quality reports.

4. Provide managerial leadership for campus development projects by establishing work priorities, defining project goals, developing work plans and schedules, and coordinating staff and resources necessary to complete projects.
5. Prepares and justifies the project budget based on resource requirements, cost estimates and objectives.
6. Provide project progress reports to Finance and Development Team.
7. Coordinate activities with other Tribal departments, outside governments and government agencies, and other entities to facilitate the delivery of services and project completion and off-campus project development when available.
8. Act as Principal Investigator for granting agencies.
9. Provide technical expertise necessary for the resolution of problems hindering progress towards goals and objectives.
10. Provide assistance to campus departments related to facilities improvements.
11. Monitor all project activities and ensures reporting requirements are prepared and submitted to pertinent individuals, agencies and LIBC departments.
12. Represent the project by attending and making oral presentations to Board of Trustees or at other agency and community meetings as directed.
13. Prepare and manage sub-contractors, architect, site clearing, roads, soil reports, stormwater management plan, power/sewer/water infrastructure services and TERO requirements.
14. Advertise and select a general contractor in consultation with VP and President.
15. Provide all required quality assurance testing during construction.
16. Prepare and review a COVID and Project Safety Program.
17. Review all construction change orders.
18. Ensure TERO compliance.
19. Perform similar or related tasks as designated by the VP of Campus Development and Administrative Services.

SUPERVISOR RESPONSIBILITIES

There are no supervisory responsibilities assigned to this position

QUALIFICATIONS to perform the position successfully:

Minimum Qualifications:

- Bachelor's degree or certification in civil engineering, construction management or business related field.
- At least six years of increasingly responsible experience in the construction and/or public works industry.
- Familiarity with governmental accounting and procurement procedures.

Preferred Qualifications:

- Experience working in a college setting/team environment.
- Experience with and sensitivity to Native American people and cultural customs.

Other Qualifications:

- Must have a current driver's license and a driving abstract that meets employer qualifications for insurability.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
6. Three letters of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/about-nwic/employment or may be requested from and submitted directly to:

Human Resources
Northwest Indian College
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: 360.392.4230
Email: employment@nwic.edu