

**TEMPORARY WITH BENEFITS
GRANT ENDS: 12/31/26**

**MAKAH TRIBE
POSITION DESCRIPTION**

**JOB TITLE: Planner II/Economic Development
Project Coordinator**

EXEMPT: No

Job Code: 3-SS T5

TARGET SALARY: \$29.32 to \$32.58/DOQ

SHIFT: 32 hr/week 8-5

PROGRAM: Community Planning & Economic Development

Reports To: Community Planning & Economic Development Manager

SUMMARY: Project Coordinator for land site development. Supports the Makah Tribal Council planning efforts. Emphasis is land infrastructure for our BIA Resilience and Cougar Hill development, economic development, and department records management.

Project/Construction Manager- Plan, direct, coordinate, and budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and projects oversee it organization, scheduling, and implementation. Must be reliable to plan construction projects and oversee their progress along the way in a timely and cost-effective manner. Also, responsible for budgeting, organization, implementation, and scheduling of the projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Planner – Project Coordinator/Economic Development

Assist in the coordination of planning activities involved with all land development and sight assessment for the Cougar Hill development.

Work with the CP&ED Manager, Grants Writer, Tourism and Transportation Planner to develop a network of funding resources and technical assistance and other business development projects.

Collects and analyzes data for grants, economic development, and general planning. This position assists in developing and conducting community surveys and other information-gathering tasks to provide updated information for planning purposes.

Assists in the development of land use and supports the Land use committee.

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Will assist in writing grant proposals to fund the Makah Tribal Council projects priorities and as assigned by the CP&ED Manager.

Project Coordinator/Construction Manager

Participate in predevelopment phase or construction projects including but not limited to planning, estimating, financing, design, etc.

Schedule the project in logical steps and budget time required to meet deadlines.

Review the project in-depth to schedule deliverables and estimate costs.

Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials need to perform a work activity.

Determine labor requirements and dispatch workers to construction sites. Study job specifications to determine appropriate construction methods. Analyze, manage, and mitigate risks.

Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.

Negotiate terms of agreements, draft contracts and obtain permits and licenses.

Prepare contracts, negotiate revisions, changes, and additions to contractual agreements with consultants and subcontractors.

Facilitate regular project/ construction team meetings. Prepare regular pay requests.

Coordinate with Force Account Construction Crew Supervisor or General and subcontractors to ensure proper project documentation including but not limited to daily, monthly, and closeout reports.

Requisition supplies and materials to complete construction projects.

Prepare and submit budget estimates and progress and cost tracking reports.

Take action to deal with the results of delays, bad weather, or emergencies at construction site.

Confer with supervisory personnel, owners, contractors, design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.

Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems.

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Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.

Monitor contractual conditions of performance. Review the work progress daily.

Prepare internal and external reports about job status.

Establishing and maintaining interpersonal relationships - developing constructive and cooperative working relationships with others, and maintaining the overtime.

Guiding, directing, and motivating subordinates - providing guidance and direction to subordinates, including setting performance standards and monitoring performance.

Monitoring and controlling resources and overseeing the spending funds.

Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

QUALIFICATION REQUIREMENTS: SUPERVISORY

RESPONSIBILITY

Carries out general supervisory project responsibilities only.

EDUCATION and/or EXPERIENCE

High School/GED Equivalent.

Must have proven working experience in construction management.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries from regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.

REASONING SKILLS

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CERTIFICATES, LICENSES, REGISTRATION

Must have a valid Washington state Driver's license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conducted upon hire.

OTHER SKILLS AND ABILITIES

Ability to work cooperatively with staff throughout the organization.

Ability to use the computer including word process, spreadsheet, and business analysis software and programs, electronic filing system.

Knowledge of materials, methods, and the tools involved in the construction or repair of buildings or other structures.

Knowledge of design techniques, tools and principals involved in production of precision technical plans, blueprints, drawings, and models.

Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Administration and Management - knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique\the production methods, and coordination of people and resources.

Knowledge of principles and procedures for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

Knowledge of machines and tools, including their design, uses repairs, and maintenance.

Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Advanced knowledge of construction management processes, means and

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methods.

Expert knowledge of building products, construction details and relevant rules, regulations, and quality standards.

Understanding of all facets of the construction process. Familiarity with construction management software.

English language - knowledge of the structure and content of the English language including meaning and spelling of words, rules of composition, and grammar.

Ability to see the "big picture".

Competent in conflict and crisis management. Leadership and human resource management skills. Excellent time and project management skills.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Normal office environment, non-smoking. Normal office physical demands, which may include light lifting.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any

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essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council
Human Resources
P.O. Box 115, Bldg. 71
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com**

**OPEN: April 30, 2025
CLOSE: May 15, 2025**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.