



JOB DESCRIPTION

Job Title: Director of Construction Services

Reports to: Chief Operation Officer

Employment Status: Full Time

Classification: Exempt

Salary Range: Based on Experience

Supervisory Status: Yes

Revision Date: 3/8/2024

Summary:

The Director of Construction Services will be responsible for developing and managing the Tunica-Biloxi Industries Tribal 8(a) Federal Construction portfolio. The Director will provide leadership, oversight, and overall responsibility for the timeliness, completeness, quality, cost and profitability of multiple construction projects, with a focus on larger and/or more complex projects in the commercial and federal sectors. This role involves comprehensive project management, collaboration with key stakeholders, and ensuring strict compliance with all relevant laws and regulations. Experience with Entity Owned Firms (ANC, AIT, HNO) is required. The Director of Construction Services will also be a pivotal component for core market sustainment and new business growth, new business opportunity identification, qualification, competitive positioning, and capture.

Responsibilities:

- Provide overall leadership, support, and management for assigned construction projects, from concept through completion.
- Lead or participate in project initiation meetings, progress meetings, and other relevant discussions to review scopes of work, special requirements, schedules, and budgets. Adherence to the schedule is most critical.
- Lead the estimating stage of a project to ensure that the required costs are covered.
- Responsible for the delivery and execution of the cost and profit forecast for each project. Understand variances and develop plans to mitigate.
- Utilize construction management systems and methodologies as defined by the company to ensure project success.
- Lead in Developing the Scope of Services for a Construction bid package, based on available Engineering documents, material take-offs, etc.
- Ensure the timeliness, completeness, quality, and cost-effectiveness of projects.
- Establish and maintain positive and effective relationships with key contacts to develop business opportunities and ensure excellent customer service.
- Oversee and manage Architects, Contractors, Subcontractors, Construction Managers, and project administrative staff to ensure their responsibilities are met.

- Collaborate with project stakeholders to coordinate and optimize the allocation of resources, including labor, materials, and equipment.
- Ensure all projects are administered in compliance with relevant laws and regulations, including those related to safety, labor relations, and EEOC.
- Supervise and manage all contract requirements, including submittals, payment applications, schedules, and budgets.
- Provide regular updates to senior management on project progress, financial status, and client satisfaction.
- Attend or lead business meetings representing the company at government agencies, adhering to professional business attire requirements.
- Monitor project timelines, identifying potential delays, and implementing corrective measures to ensure timely completion.
- Implement and oversee safety protocols, ensuring compliance with health, safety, and environmental regulations. Prioritize and enhance the safety of the work environment.
- Effectively manage change orders, evaluating their impact on construction projects and ensuring proper documentation and communication.
- Performs other job-related duties as assigned.

Education/Experience:

- Ability to manage multiple simultaneous construction projects in various phases.
- Ten plus years (5+) years of related construction experience with an emphasis in federal construction, along with a broad construction and managerial background, or an equivalent combination of education and experience.
- A bachelor's degree in engineering or construction management
- Must have effective oral and written communication skills coupled with the ability to establish and maintain productive customer and industry participant networks.
- Familiarity with the capture of Entity owned 8(a) and IEDC set aside new business capture and opportunities would be a plus.
- Working knowledge of contract, federal, and municipal laws related to the federal government (FAR/ITAR, etc.).
- OSHA Safety training a plus (10 or 30 hour)
- PMP or DBIA certification preferred.

Clearance Requirement:

- Must be a US citizen with ability to obtain and maintain Government security clearance.

Preference:

TBI has fundamental interests in providing employment opportunities, professional development and financial support for Tunica-Biloxi enrolled members and their families, and in fostering self-governance of the Tribe by enrolled members. In making hiring decisions, the following order of preference will be applied.

- Tier 1 - TBTLA enrolled members who meet the qualification of the job description.

- Tier 2 - A spouse, parent, or child of an enrolled member of the TBTLA who meets the qualification of the job description.
- Tier 3 – Veterans and/or members of other federal or state recognized Tribes who meet the qualification of the job description.
- Tier 4 – A spouse, parent, or child of an enrolled member of other federal or state recognized Tribes who meet the qualification of the job description.
- Tier 5-All other applicants who meet the qualification of the job description.

Equal Employment Opportunity:

Under Federal Law, all qualified Native applicants and/or employees will receive preference over non-Native applicants. Other than our company's responsibility to this law, our company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis ["protected class"] including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability or any other protected class under federal, state or local law.

Salary and Incentive Compensation Package Dependent upon Experience

This is not an exhaustive list of all duties and responsibilities associated with it. Tunica Biloxi Industries, LLC reserves the right to amend and change responsibilities to meet business and organizational needs.

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.
Proof of tribal citizenship is required to be deemed preference eligible.**

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

**Tunica-Biloxi Industries, LLC
Attn: Wendy Barbry Lemoine
763 Earl J. Barbry, Sr Blvd
Mansura, LA 71350
Or
wendy@tbeda.org**