



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Project Manager

Salary: \$65,000.00 to \$85,000.00 Annually
Exempt

Opening: Monday, October 20, 2025

Closing: Friday, October 31, 2025

BASIC FUNCTION:

Under the direct supervision of the Quechan Tribal Council.

The incumbent is responsible for planning, executing, and successfully completing projects based on specific grant regulations, required reporting, budget expenditure status, and all applicable policies within the Quechan Indian Tribe. This role demands strong leadership skills, excellent communication skills, organizational skills, and the ability to manage and oversee the construction process.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our Management, Children, Parents, Co-workers, and others by being courteous, conscientious, and kind-spirited.

DUTIES & RESPONSIBILITIES:

- Oversee and manage construction projects, ensuring compliance with industry standards, codes, and regulations.
- Adhere to the Quechan Indian Tribe's Procurement Policy, Grant Regulations, and state and federal guidelines.
- Coordinate with subcontractors and vendors, ensuring quality and efficiency in electrical, plumbing, and carpentry services.
- Coordinate projects and independent contract labor in accordance with the TERO Ordinance.
- Responsible for interacting and corresponding with the general public, tribal membership, and other tribal employees with tact, courtesy, respect, objectivity, and maturity.
- Maintain up-to-date knowledge of federal and state laws governing construction and general contracting practices.
- Develop and implement project plans, budgets, and timelines while ensuring adherence to standardized rules.

- Collaborate closely with tribal governments and community leaders to ensure projects align with tribal sovereignty regulations and cultural priorities.
- Conduct site inspections to monitor progress, adherence to safety standards, and regulatory compliance.
- Facilitate communication between stakeholders, including contractors, regulatory agencies, and tribal representatives.
- Ensure cultural awareness and sensitivity in all aspects of project execution, fostering positive community engagement.
- Stay informed about evolving construction codes and industry best practices, applying them effectively in project management.
Report to the Tribal Council or designated leadership, providing regular updates on project progress, challenges, and necessary approval.

PHYSICAL REQUIREMENTS:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. While performing the essential functions of this position, employees will be required to,

- The incumbent must be able to traverse and inspect all areas of the job site in all types of weather, including walking, climbing, reaching, bending, crawling, or stretching.
- Must be able to lift up to 50 pounds at a time.
- May require travel.
- Exposure to characteristic construction site dangers.
- Must be on-call to address delays, emergencies, bad weather, and other issues at the job site.
- Regularly bend, crouch, stand, and move about to complete work.
- Ability to observe details at close range (computer work).
- Ability to see objects clearly in the distance (driving).
- PPE as required.

PREFERED SKILLS:

- Certifications in relevant trades (electrical, plumbing, carpentry).
- OSHA safety training and compliance.
- Previous work experience on tribal lands or in Indigenous communities.
- Familiarity with environmental regulations applicable to tribal land projects.

STATE LICENSING COSIDERATIONS:

- Each state has its own licensing requirements for general contractors.
- In Arizona, contractors must be licensed through the Arizona Registrar of Contractors (ROC).
- In California, general contractors must meet the following requirements:
 - At least four years of experience in the trade at a journeyman level or higher.

- Pass the California contractor's license exam, which includes law and trade sections.
- Submit fingerprints for a background check.
- Provide documentation of experience verified by a qualified individual.
- Meet bonding and insurance requirements as mandated by the California State License Board (CSLB).
- Applicants should ensure they meet state-specific licensing regulations before applying.

WORK ENVIRONMENT:

The work environment described here represents those employee encounters while performing the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions. While performing the essential functions of this position, employees may be exposed to the following conditions:

- Most work will be completed outdoors and in an office setting, Occasionally, some will be completed in a remote setting.
- Exposure to driving and walking in inclement weather.
- There will be some physical risk due to mechanical equipment and exposure to hazardous materials, typically at construction sites.

QUALIFICATIONS:

- Bachelor's degree in engineering or architecture from an accredited college or university or an Associate of Arts Degree in Construction or Building Technology or related fields.
- Experience: 1. Seven (7) or more years of employment with an Architect or Engineering firm where the primary duties of employment included the management of the planning, design, and construction of buildings or, 2. Seven (7) or more years of employment with a construction company or construction management firm, which included management of building construction projects or, 3. Seven (7) or more years of employment with a public agency (Tribal, Federal, State, or local) where the primary duties of employment included management of projects for the planning, design and construction of buildings or, 4. Any combination of 1 through 3 totaling seven (7) or more years.
- General Contractor Certification or equivalent experience in electrical, plumbing, carpentry, or HVAC.
- Strong knowledge of construction codes, building regulations, and compliance standards.
- Familiarity with federal, state, and tribal laws governing construction and land use.
- Ability to obtain permits and navigate regulatory requirements.
- Experience working with tribal governments and an understanding of sovereignty laws and cultural considerations.
- Proven track record of successful project management in construction or infrastructure development.
- Excellent communication and negotiation skills with the ability to engage diverse stakeholders.
- Strong business management knowledge, including budgeting, accounting, and project bidding.

- Commitment to fostering culturally responsive and respectful project environments.
- Must have valid driver's license and be able to meet the minimum insurance requirements to utilize the GSA vehicles.
- Must obtain a Level 1 Fingerprint Clearance Card within 90 days of hire.
- Must obtain CPR Certification within 90 days of hire.
- Ability to maintain positive working relationships with co-workers, clients and professional colleagues within the service area.
- Demonstrated ability to maintain strict confidentiality and use practices protecting sensitive information.
- Ability to work independently, yet effectively as a team to ensure management communication and ongoing program services planning and delivery.
- Must Complete FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

**Quechan Indian Tribe
Human Resource Department
1888 San Pasqual School Rd.
Winterhaven, CA 92283
Telephone: (928)977-2727
Fax: (760) 572-2961**

Mailing Address:

**P. O. Box 1899
Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.