

**\*\*\*JOB ANNOUNCEMENT\*\*\***

**LCO Development Superintendent**

**POSITION:** LCO Development Superintendent  
**POSTING DATE:** October 19, 2017  
**CLOSING DATE:** November 2, 2017  
**SALARY:** Negotiable (D.O.Q.)  
**LOCATION:** LCO Development Building  
**DEPARTMENT:** LCO Development  
**SUPERVISION:** LCO Tribal Governing Board  
**ADMINISTRATION:** LCO Tribal Policies & Procedures & LCO Development Policies

**POSITION SUMMARY:**

Plan, direct or coordinate all activities concerned with the construction and maintenance of structures, facilities, and systems, and supervises all field personnel as required to complete project schedules. This position also includes participating in the conceptual development of a construction project and overseeing its organization, scheduling, budgeting, and implementation while administering good construction safety practices with all on-site activities.

**QUALIFICATIONS:**

- Mature Adult; Tribal preference applies.
- High School diploma with at least five (5) years' work experience,
- Have or able to obtain Contractors License (including commercial and residential qualifier's license.)

- Have and maintain a valid Wisconsin driver's license and vehicle insurance.
- 10 + years in the field of construction.
- Knowledge of heavy equipment and operations of infrastructure.
- Experience operating heavy equipment.
- Knowledge on trucking.
- Knowledge of estimating and bidding jobs.
- Knowledge of budgets, budgeting, and finances.
- Personable to be able to speak with customers and contractors.
- Knowledge of materials used on jobs.
- Knowledge of safety requirements, the ability to address safety issues and handle any immediate needs to resolve a safety issue. Whether it is heavy equipment or personnel matters or work site safety issues.
- Knowledge of HR matters and personnel matters.
- Knowledge of project management and the ability to complete jobs in a safe timely fashion.

#### **DUTIES AND RESPONSIBILITIES:**

- Coordinates and supervises all construction activities.
- Directs all field personnel to achieve completion of the project on schedule, within budget, with quality workmanship that conforms to original plans and specifications.
- Maintains construction schedule, identifies and solves problems.
- Orders materials and schedules inspections as necessary throughout the process.
- Understands the project plans, specifications and the QuickBooks and Sage Master Builder applications.
- Prepares contracts and negotiate revisions, changes, and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Maintains positive relationships with customers, contractors, suppliers, and other employees.
- Ensures all company employees and contractors are adhering to the company safety policy.
- Prepare Estimates and Invoices.
- Takes action to deal with the results of delays, bad weather, or emergencies at construction site.
- Maintains the job site office and closes out projects.

#### **APPLICATION PROCEDURE:**

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least

three (3) letters of reference. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government  
ATTN: Human Resource Department  
13394 W. Trepania Road  
Hayward, WI 54843**

**Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.**