



ROCKY BOY HEALTH CENTER

EMPLOYMENT ANNOUNCEMENT

POSITION:	CONSTRUCTION MANAGER	DEPARTMENT:	ENVIRONMENTAL HEALTH
SUPERVISOR:	ENVIRONMENTAL HEALTH DIRECTOR	STARTING SALARY: <i>(RISES BASED UPON EXPERIENCE/EDUCATION)</i>	ASSOCIATES: \$20.99 BACHELORS: \$23.09
CLASSIFICATION:	REGULAR, FULL-TIME	CLOSING DATE:	SEPTEMBER 11, 2023
OPENING DATE:	AUGUST 30, 2023		

POSITION SUMMARY:

The construction coordinator will facilitate and document all RBHC construction activities, specifically the American Rescue Plan Act (ARPA) wastewater projects funded by the State of Montana and the Chippewa Cree Tribe. The coordinator shall ensure construction projects are on schedule and within budget by working with the appropriate contractors and personnel to uphold contractual agreements. The coordinator shall also be responsible for all documentation required for reporting and payment processing.

MAJOR DUTIES:

- Coordinates regular check ins with contractors.
- Processes pay applications.
- Maintains files for each project with complete and current information.
- Drafts and submits reports to leadership, the Tribe, and the State.
- Ensures compliance with procurement and applicable laws and policies.
- Other duties as assigned.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

MINIMUM QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- Bachelor’s Degree in related field.
- At least four years’ experience in program administration.

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED. ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:



In Person	Rocky Boy Health Center Human Resources Office 6850 Upper Box Elder Road Box Elder, Montana 59521
E-mail	rbchr@rbclinic.org
Online	https://www.rbclinic.org/employment

APPROVED FOR ADVERTISEMENT:

DocuSigned by:

Joel Rosette

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Joel Rosette, Chief Executive Officer