



JOB DESCRIPTION

POSITION TITLE: Project Manager
DEPARTMENT: Facilities
SALARY: DOQ
POSTING DATES: 6/28/24-7/12/24

GENERAL DESCRIPTION:

The Project Manager works under the direct supervision of the Facility Director. The Project Manager coordinates projects approved by the General Manager and/or Tribal Gaming Commission. He/she will coordinate planning, design and completion of approved construction and remodeling projects for the Spirit Lake Casino & Resort facilities and grounds.

DUTIES, RESPONSIBILITIES AND AUTHORITY:

- Researches project proposals for feasibility and costs.
- Develops with Facility Director, scope of work for approved projects.
- Assures structural, plumbing, electrical, fire codes are met for approved projects.
- Utilizes outside architect and/or inspector as project requires.
- Follows Policies and Procedures of both Spirit Lake Casino & Resort and Tribal Licensing/TERO as they relate to vendor/contractor requirements and bid processes.
- Maintains proper recordkeeping for assigned projects.
- Monitors project progress to meet established timelines.
- Provides budgetary oversight in coordination with Accounting Department.
- Available for rotating shifts and on-call duty.
- Other duties as may be assigned.

QUALIFICATIONS:

- High School Diploma or GED.
- Previous experience in project development or construction management for a similar sized facility.
- Proficiency with Microsoft Excel, E-Mail, and other computer software programs.
- Valid North Dakota Drivers License.
- Physical requirements-bend, lift and stand for long periods of time and work in extreme weather conditions.
- Must pass pre-employment drug test and meet eligibility requirements for gaming license.

EMPLOYMENT STATUS:

Full-time salaried position. Salary is DOQ.
Full benefits package including Personal time off, Health Insurance and 401 (k) Retirement Plan.