

Sisseton-Wahpeton Oyate

Job Description

Job Title: Compliance Officer

Reports to: Construction Manager

Summary:

On behalf of the Construction Management Department, provide daily management oversight responsibilities for all construction work occurring at the construction site by all contractors and construction workers in accordance with the approved plans and specifications for the construction scope of work designated for the project, and assure that construction work is implemented in accordance with the construction project's approved budget and construction schedule. Assure that change order requests are processed and/or documented in accordance with policies and procedures set forth by the Construction Management Department, and to assure that appropriate inspections for work in process and work in place are followed.

Duties and Responsibilities:

1. To work full time at the assigned construction site and to work out of the work trailer or place assigned to the construction site, to maintain this work site office and assure that appropriate plans and specifications and related documents for the project are maintained at this work site.
2. To prepare daily logs of activities at the site on approved log sheets.
3. To provide for any and all required testing and inspections for work in process and for work in place as may be required for the construction project.
4. To be present on a full time basis during the normal working hours to witness and observe all construction work occurring at the site.
5. To be responsible for surveillance, controlling, and monitoring the construction.
6. To perform inspection and surveillance of project and to participate in pre-construction meetings to discuss principle construction features and requirements.
7. To review contractors' payment estimates and progress data, reports on material and equipment used, against information shown on field inspection and survey reports, and recommends approval or disapproval.
8. To interpret contract plans and specifications and determine whether construction meets contract requirements.
9. Confers with contractor's representative to resolve differences of interpretation in case of defective workmanship or noncompliance with contract, initiates action for corrections.

10. To record any occurrence or work which may result in a claim for a change in contract sum or time, and to not full extent of need for any change order request for the project, and to assure that the request is brought to the if the supervisor for disposition, and to maintain a working file of the contract documents for the project, change orders, and any other documents effecting the project.
11. To prepare in writing in approved format a report of all construction milestones achieved as requested, and to provide a verbal report of such reports to the supervisor as well as reports to funding or other supervisory agencies.
12. To work with the approved architect/engineer of record for the project, and to facilitate site visits or inspections, and to assure that documented reports are prepared, submitted, and made part of the project's permanent record.
13. To facilitate and assist the Construction Manager in coordinating the work of any prime contractor for the project as well as others assigned to perform work at the project.
14. To report to the Construction Manager any issues discovered at the project with regard to the construction documents or to note any amendment proposal so as to bring such proposals to the attention of the Construction Manager so that such issues can be resolved.
15. To coordinate the recording of all construction as built by the construction contractor and/or construction crews to assure documentation of such recordings.
16. To assure that any required QA/QC tasks are provided as may be required for the construction project.
17. To ensure adequate safety and security measures at the construction site so as to assure safety and well being of all construction workers at the site.
18. To attend and facilitate any and all construction meetings for the assigned construction project and in so doing to assure that minutes of these proceedings are taken and that said minutes are filed with the project folder.
19. To assure that all expenditure of funds are in accordance with the projects approved budget. So, as to assure that funds are sufficient to complete the scope of work for the project, and to ensure that construction is occurring in accordance with the construction schedule specified for the project.

QUALIFICATION REQUIREMENTS:

1. Must possess a South Dakota Drivers License and must obtain a Tribal Drivers License.
2. Must be proficient in reading and understanding architectural/engineering blueprints for construction.
3. Must understand all types of construction including but not limited to electrical, plumbing, HVAC in both commercial and residential settings.
4. Must be computer literate in Microsoft Word and Outlook so as to prepare and submit reports for construction on a daily/weekly basis throughout the course of the construction project.

EDUCATION and/or EXPERIENCE:

1. Minimum of two (2) years experience as a Construction Site Manager for cited construction projects or a minimum of three (3) years experience in construction administration and management.
2. Must have experience in applying the plans and requirements in actual construction at a construction site.
3. Must demonstrate experience in relating professionally with construction contractors and construction workers, especially at construction site on a daily basis.

Approved _____ Date _____