



Chippewa Cree Construction Corporation
Vacancy Announcement

Position Description: Diesel Mechanic
Classification: Regular, Covered, Non-Exempt
Salary: DOE
Hours: As Required
Opening Date: May 7, 2024
Closing Date: May 21, 2024 @ 4:00 p.m.

The Chippewa Cree Construction Corporation is actively recruiting a Diesel Mechanic to join our team. This position is full time with associated benefits. The successful candidate will be working independently and with a small service team.

Duties and Responsibilities Include:

Inspecting and diagnosing issues with diesel engines.

Reading and interpreting diagnostic test results.

Performing routine maintenance work such as changing oil, checking batteries, lubricating equipment and machinery.

Repairing or replacing malfunctioning components, parts and other mechanical or electrical equipment.

Testing the functionality of repaired machines.

Inspecting brake systems, steering mechanisms, transmissions, and engines for damage and wear.

Adhering to an inspection procedure checklist.

Maintaining a clean and safe working environment.

Advising customers on work performed, general vehicle condition and future repair requirements.

Chippewa Cree Construction Corporation

P.O. BOX 3008 • Box Elder, Montana 59521 • TEL:(406) 352-8000 • FAX:(406) 352-8005 • www.cconstcorp.com

Maintaining detailed electronic records for each fleet vehicle and machinery.

Ordering and sourcing parts as required.

General yard duties include but not limited to: maintaining yard cleanliness, mowing grass and general upkeep of the Chippewa Cree Construction Corporation compound.

Requirements:

ASE Certified.

Valid State Drivers License, CDL Preferred must be able to attain within 6 months of hire.

Computer literate.

Strong communication skills.

Physically fit, able to lift up to 150 lbs.

Application Procedure:

Candidates required to complete standard CCCC Employment Application.

Copies of licenses, certificates, veteran status, etc, must be attached to application.

Three (3) verifiable letter of reference.

Able to successfully pass non-exclusion through Sams.gov

Any questions can be directed to Shalee Russette, CEO or HR Manager, Marva Stump at (406) 352-8000.



**Chippewa Cree Construction Corporation
Vacancy Announcement**

Position Description: Project Manager
Classification: Covered
Salary: DOE
Hours: As required
Opening Date: May 7, 2024
Closing Date: May 21, 2024 @ 4:00 p.m.

The Chippewa Cree Construction Corporation is actively recruiting a Project Manager to join our team. This position is full time with associated benefits. Will work independently and with Engineering team as well as other entities.

Summary/Objective:

The Chippewa Cree Construction Corporation Project Manager will efficiently handle projects related to municipal utility water, wastewater, stormwater, potable water quality and treatment, and sustainability projects. Plans, designs, permits, and coordinates construction management for water lines, water pumping, treatment and storage facilities, sewers, and related amenities.

Essential Job Functions:

The Project Manager will lead and manages projects during planning, design, permitting, and/or construction management phases to manage production of studies, designs, bid documents, and construction delivery. Project Manager ensures scope, schedule, budget of business aspect, customer service, and engineered design (both internal and external), constructability, permitting, construction through as-built drawings, using ERP system and formal documentation with GIS database.

Functions as primary point of contact and ensures coordination of projects with consultants, departmental staff, other City and County departments, and regulatory agencies (local, state, and federal) for projects in the planning, design, permitting, and construction phasing.

Reviews engineering consultants' plans and specifications, ensuring standards and deadlines are achieved. Attempts to achieve "zero" change order level.

Provide detailed project management including the maintenance of project checklists, ensuring all necessary components are prioritized and completed prior to beginning construction. Direct and delegate tasks and responsibilities to staff and consultants in order to maintain the desired project schedule and to facilitate project close-out in a timely manner.

Oversees and supervises work of assigned professional engineering, technical, and clerical including staff and consultants; oversees project surveying operations, drafting, and inspections.

Responsible for the preparation of detailed cost estimates and time schedules for construction projects.

Assists project management in grant management, reporting, and administration.

Reviews and approves contractor and consultant task orders, invoices, and change orders.

Oversees and coordinates legal and administrative activities in the acquisition of easements and deeds for construction and maintenance of water and sewer utilities and facilities, including the coordination of cooperative funding / maintenance agreements with Northcentral Water Authority.

Assists managers in defining and prioritizing projects in the department's capital improvement plan (CIP), as well as long-term and strategic planning.

Participates in continuous improvement of the Water and Sewer Standard Specifications, Design Manual, and Standard Details.

Researches or evaluates options to resolve water and wastewater problems; conducts water and wastewater studies.

Conducts water and wastewater feasibility studies in order to provide engineering and construction direction or clarification to the public on water and sewer utility issues.

Coordinates public collaboration and comments on water and sewer utility issues acting as a "Public Communication Ambassador" with respect to specific assigned projects.

Must be able to meet work schedule and attendance standards.

Performs related duties as required or assigned.

Minimum Training and Experience:

Requires a Bachelor of Science degree in Civil Engineering or closely related field; Project Management degree may be accepted, supplemented by four (4) years of progressively responsible civil engineering experience managing projects through design and permitting, preferably in the field of water and wastewater desired.

Preference of two (2) years of supervisory experience, preferably for a governmental utility; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Registered Professional Engineer preferred but not required.

Must be computer literate and possess a valid driver license.

Experience in AutoCAD, eBuilder, construction and surveying preferred.

Successful candidate must be able to work in adverse weather conditions, walking/standing for long periods of time.

Strong communication skills, both written and verbal.

Application Procedure:

Candidates required to complete standard CCCC Employment Application.

Copies of any licenses, certificates, veteran status, etc. must be attached to the application.

Three (3) verifiable letters of reference.

Able to successfully pass non-exclusion through SAMS.gov.

Any questions can be directed to Shalee Russette, CEO or to HR Manager Marva Stump at (406) 352-8000.