PYRAMID LAKE PAIUTE TRIBE
Po box 256
Nixon, Nevada 89424

JOB ANNOUNCEMENT

PROJECT MANAGER
Natural Resources, Nixon, NV
$35.93 - $39.62 hr. Regular, Part-Time (up to 25 hrs), Non-Exempt
Class Code: 160, Grade 20, Step 5-8; DOE

Date Posted: 11/05/2026
Date Closed: 11/20/2026

DEFINITION: Provide overall administrative and technical management on construction project site from bid preparation through final acceptance by Tribal Council.

DUTIES & RESPONSIBILITIES:

Prepare reports, drawdown requests and budget amendments for supervisors review and submittal to Tribal Council for final approval.

Provide initial client contract to assess scope of work and resources required to successfully complete the project.

Prepares complete estimate for selected project with detailed review of proposal specifications, drawings, takeoff information, contracting and as directed by immediate supervisor.

Analyzes conditions anticipated during the construction period, preparation and/or review of construction schedules.

Provide and/or review preliminary construction documents consisting of preliminary construction criteria, flow sheets, material and equipment lists, outline specifications and preliminary construction schedules of construction and final constructed documents.

Reviews construction documents to prepare and review for incorporation in the contract documents, final drawings to show and describe the project and scope of work to be performed by contractors on the project in conjunction with the department Head and Architect.

Provides analysis of conditions anticipated during construction period, preparation and/or review of construction schedules.

Coordinate any adjustments to the latest estimate of project costs caused by changes in scope, design requirements or construction costs and advises department Head of all conclusions in respect, thereof, and coordinates with the finalized drawings and specifications with a revised project costs.

Seek or solicit such other consents, approvals and permits from Government agencies and others as may be necessary for completion of the project.

Provide special studies, cash flow and economic evaluations.

Provides administrative and monitoring services as required for significant changes in general scope of the project or its design to reflect changes as required.

Provides services related to the completion of the project as needed or as directed by the Department Head.

MINIMUM QUALIFICATIONS:

Knowledge of building project sites analysis, including utilities planning and environmental impact reports; building construction including architectural, structural, plumbing, mechanical and electrical systems; must demonstrate a thorough knowledge of all aspects of construction (technology, equipment, methods, etc.); must be knowledgeable of all applicable building codes; and principles of effective construction management, staff supervision and administration.

REQUIRED EXPERIENCE & TRAINING:

High School Graduates or GED. At least a four year engineering degree or equivalent combination of technical training and/or related experience to fulfill the requirements to complete the project; minimum of eight years experience in similar facility construction; experience with Tribal funded projects.

TO APPLY: Applications may be obtained from PLPT website @ plpt.nsn.us under Human Resource tab; the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1119.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.