



## JOB DESCRIPTION

**Job Title:** Director of Federal Construction Services

**Reports to:** President

**Employment Status:** Full Time/Exempt

**Classification:** Exempt

**Salary Range:** Based on Experience

**Supervisory Status:** Yes

**Revision Date:** 03/21/2025

### SUMMARY:

The Tunica-Biloxi Industries, LLC (TBI) is a wholly owned economic instrumentality of the Tunica-Biloxi Tribe of Louisiana. Headquartered in Marksville, LA on the Tunica-Biloxi Reservation, TBI serves as a holding company with multiple operating subsidiaries engaged in multi lines of business for the federal government and commercial enterprises. As an American Indian Tribe owned, small, disadvantaged business, we have the resources to provide innovative and flexible solutions to meet government and commercial objectives.

Tunica-Biloxi Services, LLC (TBS) is a subsidiary of TBI. TBS is a construction services contractor who specializes in physical security (new and upgrades), design/build, renovation, civil, roofing, and facility operations and maintenance services. TBS is searching for a Director of Federal Construction Services.

The Director of Federal Construction Services maintains oversight of all aspects of the business required to execute construction contracts and delivery orders awarded by the Federal Government. The Director of Federal Construction Services has many responsibilities, but the overall responsibility is to lead the execution of the construction projects and to make sure they're completed correctly, safely, on time and within budget.

### RESPONSIBILITIES AND DUTIES:

These responsibilities and duties include but are not limited to: conducting site visits, developing statements of work, proposal development, estimating, costing, negotiations, project management, change order processing, resource management, budget tracking, closeout, and record keeping. He/she shall ensure full compliance for items such as subcontractor support, security regulations, offsite management coordination, finance policies, conflict resolution, base access, quality control programs and safety protocols. He/she shall serve as the primary contact for all Contracting Officers (KO), Contracting Officer Representatives (CORs), Client Construction/Project Managers and provide guidance to assigned staff and subcontractors to foster positive relations in meeting expected customer deliverables. He/she shall be responsive to Government requests, ensure work is completed in its entirety within negotiated timeframes, and ensure work completed is within the established budget.

Key responsibilities include, but are not limited to:

- Conducting an in-depth analysis of the project to develop the budget and deliverables.
- Identifying, managing and mitigating risk factors to ensure the construction goes smoothly.
- Ensuring that the construction project complies with all safety and building regulations.
- Monitoring and reporting on the budget and timeline of the project.

- Develop task order proposals including items such as costs, schedules, deliverables, work plans, impacted utilities, and other associated requirements.
- Identifies and qualifies subcontracting resources and other partners, as needed.
- Works closely with Architects, Engineers, Subcontractors, vendors and clients to establish the requirements for the construction project.
- Perform field inspections and ensure quality and safety compliance. Verify all contractual work activities are being met and give proper guidance to make corrections as necessary.
- Working with local authorities to obtain licenses and permits for the project.
- Chooses tools, materials and processes to use in the construction project and tracking the inventory of those items.
- Supervises direct reports and monitors compliance with personnel policies and procedures.
- Initiates and assists with the development of business development plans and marketing studies.
- Maintains and safeguards TBS records, information systems, and physical assets.
- Other duties as assigned.

### **QUALIFICATIONS**

- Associate or bachelor's degree in construction management or engineering, or related field preferred.
  - In lieu of degree, relevant work experience may be substituted on a year for year basis.
- 10+ years' experience in directly managing multiple (3 or more) federal government construction projects simultaneously around the world. The projects are preferably within the DOD.
- Solid grasp of construction methods, building compliance and safety regulations.
- Knowledge of engineering and architectural plans and specifications to read and interpret construction requirements.
- Direct experience with basic construction accounting procedures, including cost estimating, making financial projections and creating project budgets based on the schedules.
- Successful demonstration of P&L responsibility.
- Strong working knowledge of federal government contracting and the FAR clauses is preferred.
- Working knowledge of DoD design and construction policies and procedures.
- Working knowledge of Quality Assurance and Quality Control principles is required.
- Demonstrated ability to develop and execute strategic plans in the federal government arena.
- Must have excellent verbal and written communication skills
- Comfort with technology and familiarity with construction management software programs.
- Leadership skills, including task delegation and staff management.
- Must have the proven ability to exercise mature judgment in decision-making, analytical and negotiation skills – specifically in respecting the confidential or proprietary nature of corporate business.
- Ability to work well under pressure.
- Strong conflict resolution skills.
- Ability to obtain and maintain a U.S. security clearance.
- Must have the ability to travel up to 70% of the time.
- Native American/Tribal 8(a) experience preferred.

### **Work Location:**

Hybrid: Remote and On-Site

**Salary and Incentive Compensation Package Dependent upon Experience**

*This is not an exhaustive list of all duties and responsibilities associated with it. Tunica - Biloxi Services, LLC reserves the right to amend and change responsibilities to meet business and organizational needs.*

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS. Proof of tribal citizenship is required to be deemed preference eligible.**