



The Minnesota Chippewa Tribe

JOB ANNOUNCEMENT

Title: Construction Specialist
Status: Regular Full Time (40 hours/week)
Pay: \$18.55/hour, full fringe benefits
Deadline: Open Until Filled

Administration
218-335-8581
Toll Free: 888-322-7688
Fax: 218-335-8496
Home Loan
218-335-8582
Fax: 218-335-6925
Economic Development
218-335-8583
Fax: 218-335-8496
Education
218-335-8584
Fax: 218-335-2029
Human Services
218-335-8586
Fax: 218-335-8080

Located in Cass Lake, MN the Construction Specialist is responsible to educate, assist and advise approved home loan applicants in all phases of home selection and purchase, or new home construction. Primary responsibilities include inspections, contractor negotiations, blueprint and cost analysis, advise client during on site development, report on all phases of home construction or home purchase.

Qualifications

1. Knowledge of all phases of home construction, ability to read and understand blueprints, legal descriptions, estimating, market analysis and inspections.
2. Knowledge and understanding of the services provided and procedures followed by the Finance Corporation.
3. Knowledge and understanding of the Minnesota State Building Code.
4. Knowledge and understanding the purpose of homeowners insurance and procedures required to submit claims.
5. Knowledge and understanding of Reservation land leases, allotments, and individual trust property.
6. Knowledge and understanding of septic system design or installation.
7. Ability to communicate effectively via written correspondence and orally.
8. Ability to relate to all types of people in a friendly, positive, and professional manner.
9. Interviewing, counseling, and negotiating skills in order to effectively communicate with Housing staff, Tribal Government leadership and staff, homeowners, contractors, architects, vendors, insurance adjusters, and other required professionals.
10. Must have basic skills and knowledge in use of personal computer, software and office management programs.
11. Must have a valid driver's license, current auto insurance, and the use of a privately owned vehicle for business purposes.

Send resume, application and list of three professional references to:

Joel D. Smith, Director of Administration
The Minnesota Chippewa Tribe
PO Box 217
Cass Lake, MN 56633
EEO – Indian Preference