
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913



Posted: July 17, 2026 Deadline: July 28, 2026

JOB DESCRIPTION

POSITION: Building Trades Director

DEPARTMENT: Building Trades

LOCATION: LVD Reservation

SUPERVISOR: Tribal Council

EMPLOYMENT: Full Time

SALARY/PAY RATE: \$85,000 - \$115,000 salaried

DESCRIPTION:

The Building Trades Director serves as the senior leader of the Building Trades Department and is responsible for the strategic planning, administration, and execution of construction, renovation, and maintenance projects for the Tribe. This role provides hands-on leadership in managing multi-project construction operations both on and off the reservation, including competitive bidding, contract management, and project delivery.

The Director ensures high-quality workmanship, regulatory compliance, fiscal accountability, workforce development, and customer satisfaction while positioning the department to expand revenue-generating opportunities through external construction contracts.

RESPONSIBILITIES:

Department Leadership & Administration

- Provide overall leadership, direction, and management of the Building Trades Department.
- Supervise, mentor, and evaluate staff, including hiring, training, performance management, and discipline.
- Establish departmental goals, policies, and procedures aligned with Tribal priorities.

- Prepare and present monthly and annual reports to Tribal Council on operations, budget, and project status.
- Foster a safety-first culture and enforce all safety regulations and protocols.
- Collaborate with and provide technical assistance to Tribal Departments involved the development, review, periodic updating, and implementation of Tribal Building and Energy Codes, including related permitting, plan review, inspection, and enforcement procedures.
- Gain certifications necessary to implement and expand available rebate opportunities
- Align Department practices and projects with broader Tribal Energy goals and objectives

Construction & Project Management

- Plan, coordinate, and oversee all construction and maintenance projects from concept through completion.
- Manage multiple concurrent projects, ensuring timelines, budgets, and quality standards are met.
- Review blueprints, specifications, and project scopes to ensure accuracy and feasibility.
- Monitor job progress, resolve issues, and ensure compliance with applicable building codes and regulations.
- Maintain detailed project records including costs, labor, materials, and change orders.

Bidding & External Contracting (On and Off Reservation)

- Develop cost estimates, proposals, and competitive bids for Tribal and external construction opportunities.
- Expand and manage off-reservation work to generate revenue and build department capacity.
- Negotiate contracts and ensure compliance with all contractual obligations.
- Build and maintain relationships with external clients, vendors, subcontractors, and regulatory agencies.
- Represent the Tribe professionally in all external business and construction activities.

Financial & Resource Management

- Prepare and manage departmental budgets, forecasts, and expenditures.
- Track and report project costs, ensuring accurate billing and cost recovery.
- Oversee procurement processes in accordance with Tribal policies.
- Manage inventory, materials, equipment, and fleet maintenance.

Workforce Development & Oversight

- Assign work, set expectations, and ensure proper staffing for all projects.
- Train and develop employees in construction skills, safety practices, and professional standards.
- Promote a productive, respectful, and team-oriented work environment.

Compliance & Safety

- Ensure compliance with Tribal regulations, applicable building codes, and applicable laws.
- Maintain current knowledge of building codes and industry standards.
- Conduct site inspections to ensure safe working conditions and quality workmanship.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Proven experience in construction management or a related field.
- Valid Michigan Builder's License (or ability to obtain).
- Demonstrated supervisory or leadership experience.
- Experience in estimating, bidding, and managing construction projects.
- Ability to read and interpret blueprints and technical documents.
- Valid driver's license.
- Strong organizational, communication, and problem-solving skills.
- Ability to work in physically demanding environments and varying weather conditions.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Construction Management, Engineering, Architecture, or related field.
- Minimum of five (5) years of experience in construction leadership or project management.
- Experience with government or Tribal construction projects.
- First Aid/CPR Certification.
- Experience managing off-site or commercial contract work.

PHYSICAL REQUIREMENTS

- Ability to lift 50+ pounds and perform physical construction-related activities.
- Capable of climbing ladders, bending, kneeling, and working in varied environments.

ADDITIONAL INFORMATION

This position description reflects the general scope and responsibilities of the role and is not intended to be all-inclusive. Duties may be modified as needed to meet organizational needs. Candidates must pass applicable background checks and pre-employment screening. Native American preference shall apply in accordance with Lac Vieux Desert Policy.

Date Approved by the Tribal Council: February 27th, 2018

Amended July 7, 2026 by Council Motion

Please provide cover letter and resume to Human Resources using the information below:

Lac Vieux Desert Band of Lake Superior Chippewa Indians
P.O. Box 249, N4698 US 45
Watersmeet MI, 49969
Email: hr@lvdcasino.com
Website: <http://www.lvdcasino.com/Content/Careers.cfm>
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