

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Tribal Roads Manager
Department: Roads
Hourly Rate: \$22.00-24.00
Full Time: 40+Hrs/Week
Exempt: Yes/Salary
Supervisor: Tribal Operations Manager
Posting Date: In-House
Opens: March 19, 2024
Closes: March 25, 2024, at 4:30 pm
Posting Date: Public
Opens: April 17, 2024
Closes: May 1, 2024, at 4:30 pm



Summary: The Tribal Roads Manager is responsible for all functions, tasks, and duties related to the Tribal Roads Program management for the entire tribal transportation network within the tribal land and surrounding areas/community. The Tribal Roads Manager will work closely with other vested transportation entities (State, DOT, BIA, FHWA, etc.) to accomplish coordinated regional and statewide transportation planning, as it relates to the Tribal network and program. The Tribal Roads Manager will oversee road construction, road maintenance, and transportation planning functions.

Supervisor Responsibilities: The position provides oversight, supervision, and direction to 2-4 technical, support, and/or administrative staff. Including duties of but not limited to scheduling staff, approving time off, scheduling/providing technical training, employee feedback, and providing disciplinary action when needed.

Essential Duties and Responsibilities include the following.

- Oversees road construction, project management, road maintenance, heavy equipment operation, and maintenance.
- Budget planning, practices, policies, and general administration are required.
- Performs short and long-term transportation planning and Tribal Transportation Program inventory; including the development of an annual Tribal Transportation Improvement Plan (TTIP) and Transportation Improvement Priority (TIP) list, quarterly Deferred Maintenance Report (DMR), annual Program Online Reporting Tool (PORT), maintain up to date Long Range Tribal Transportation Plan and Tribal Transportation Safety Plan. Data gathering and analysis, as necessary.
- Plans road maintenance work including material specification & procurement, scheduling, routine equipment maintenance & repair. Plans assign and supervise the work of road construction & maintenance crews who work on the Tribal Transportation Program (TTP) System. Performs all aspects of road maintenance operations desired and assists operational maintenance staff when needed.
- Performs construction/project management. Oversees the design, drawing, and specifications for the construction & maintenance of roads and bridges. Prepares cost estimates of proposed road projects.
- Works with local, state, and federal government regarding the construction & maintenance of the

TTP System. Liaison for any transportation-related projects impacting the Reservation and/or tribal lands.

- Carries out contract compliance, P.L. 93-638 contracts via the Tribal Transportation Program, and any other pertinent transportation-related contracts as assigned. Compiles and submits all program reports, budgets, modifications, etc. as necessary to the funding agency through the Tribal Accounting Department.
- Maintains records and reports incidental to the department.
- Chairs and/or participates in the Roads Committee meetings & attends Department Heads and Tribal Council meetings.
- Perform mid to upper-level data analysis, including coordinating, strategizing, systemizing, and correlating. Using discretion in determining time, place, and/or sequence or operation within an organizational framework. Implementing decisions based on such data and overseeing the execution of these decisions.
- Interact with the public frequently courteously and professionally. Respond to public inquiries and complaints.
- Some Traveling to attend meetings, functions, training, and conferences as needed.
- Flexible work schedule, as may be required to work over a standard 8-hour workday. Sometimes up to 7 days a week depending on weather and ongoing projects.
- Establish and maintain cooperative, supportive relationships, and act in the Tribe's best interest.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

Associate degree with an emphasis in Civil Engineering, Transportation Planning, Roads Management, or similar. In lieu of an Associate degree, a minimum of 3-5 years experience in related work combined with some level or related professional education.

Preferred:

Bachelor of Science with an emphasis on Civil Engineering, Transportation Planning, Roads Management or similar.

Other Skills and Abilities:

Required:

- This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.
- Must possess a CDL license or the ability to acquire CDL within the first 6 months of employment.
- Experience managing fleet and/or other mechanical equipment, i.e., ability to operate, calibrate, tune, and synchronize, and/or perform a complex rapid adjustment on equipment, machinery, tools, and/or materials.
- Repairs, maintenance, and upkeep of utility garage.
- Experience managing a garage workplace environment, i.e., hazmat knowledge, safety precautions of the work, and methods promoting safety among employees.
- Mathematical aptitude to perform algebraically, and geometric principles, calculations, and formulas with the ability to calculate decimals and percentages
- Knowledge & experience with budget planning, practices, policies, and general administration required.

- Knowledge & experience with P.L. 93-638 Contracting.
- Knowledge of the Bad River Tribe and its transportation needs and network

Background Check:

This position is contingent on the required ability to pass a Bad River background check. This position requires a driver check, to meet eligibility for tribal insurance.

Language Skills:

Ability to communicate proficiently both verbally and in writing.
Strong computer skills, with experience in road inventor, filed data preferred.

Reasoning Ability:

Problem-solving and the ability to remain open-minded.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The duties assigned to this position are primarily field, and shop work. Involving frequent bending, stooping, walking, standing, jumping, carrying, and lifting items over 50LBS, some desk work will be required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position is subject to inside and outside work sometimes during inclement weather. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov