



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Roads Manager</b>	
<b>Department:</b>	<b>Roads &amp; Utilities Department</b>	
<b>Supervisor:</b>	<b>Public Works Director</b>	
<b>Employment Status:</b>	<b>Exempt</b>	<b>Grade: E4</b>
<b>OPENING DATE:</b>	<b>August 28, 2024</b>	<b>CLOSING DATE: OPEN UNTIL FILLED</b>

#### Job Summary

Accomplishes the Roads Department's strategic objectives by planning, organizing, and supervising all functions required to operate and maintain roads and transportation.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

#### Duties and Responsibilities

- Improves staff effectiveness by hiring, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Ensures appropriate departmental staffing levels based on efficiency and cost effectiveness; yet, maintaining operational requirements as dictated by internal controls and management.
- Develops weekly staffing schedule and daily assignments to staff.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Achieves financial objectives by preparing and administering the annual budget, inclusive of operational plans and objectives, and recommends staffing and expenditures.
- Evaluates all programs to plan and implement priorities to meet the needs of the community and grants.
- Seeks grants and funding for the program; manages all contractual agreements between federal, state, and local agencies.
- Provides oversight of the planning program to ensure long- and short-term transportation priority lists are updated.
- Develops and maintains an inventory of Indian Reservation Roads construction needs and Transportation Reviews field conditions and construction sites to evaluate projects for quality and standards.
- Prepares contracts for design and construction projects.
- Manages and oversees the administrative and technical daily operations of the tribal roads department ensuring compliance with tribal, state, and federal policies and regulations.
- Ensures compliance with regulatory agencies and files periodic reports.
- Manages ongoing capital projects. Works regularly with outside contractors, department personnel and engineering staff to review progress and ensure conformance with contract specifications.
- Ensures that projects stay on time schedule and within cost parameters.
- Inspects roadways during routine maintenance. All obstacles within the right-of-way that are potentially hazardous to the traveling public shall be removed immediately.
- Organizes, coordinates, and supervises road maintenance repair activities.
- Collects and analyzes data; prepares scheduled and special reports; maintains program/project records and statistical information.
- Oversees development and or implementation of policies and procedures of program.
- Prepares and presents reports on the status, activities, and plans for current and future operations.

- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Performs other duties as assigned.

### **Minimum Qualifications**

- 5 years' work experience in transportation, roads, construction.
- Roads experience on Native American lands is preferred.
- Experience in 638 contracts and BIA policies.
- Experience in RIFDS (Road Inventory Field Data System).
- Experience in Road Inventory'
- Experience in Long Range Transportation Planning.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

***Tribal preference and Native American Indian preference shall apply to all positions.***

### **Knowledge, Skills and Abilities**

- Knowledge of applicable federal, state, tribal, county, and local laws, regulations, and requirements.
- Knowledge of engineering principles and practices.
- Knowledge of workplace safety requirements and practices.
- Knowledge with federal road regulations.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparation of project time lines and staffing plans.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to plan and organize engineering and construction projects and read and interpret engineering designs, blueprints, specifications and contracts
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to create and present effective speeches and presentations.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment**

Work is regularly performed both indoors in an office setting with a moderate noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.