

## **POSITION DESCRIPTION**

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<b>POSITION:</b>	<b>PUBLIC WORKS DIRECTOR</b>	<b>LICENSED:</b> No
<b>DEPARTMENT:</b>	Public Works	<b>GRADE:</b> 15 DOE
<b>REPORTS TO:</b>	Tribal Engineer	<b>STATUS:</b> Exempt

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### **POSITION SUMMARY:**

Under the general direction of the Tribal Engineer, the Public Works Director will plan, direct, manage (financial and personnel), and oversee the activities, projects, and operations of the Public Works Department including street maintenance and construction. The position also coordinates and works closely with Bay Mills Utilities, Climate Control, Parks & Recreation, and Tribal Maintenance.

### **SUPERVISION RECEIVED AND EXERCISED:**

- Receives general administrative direction from the Tribal Engineer.
- Exercises direct supervision over professional, management, technical, clerical, and other public works staff.

### **ESSENTIAL FUNCTIONS:**

1. The Public Works Director assumes full management responsibility for all Public Works Department services and activities to ensure the maintenance and upkeep of the Tribe's infrastructure including: roads, water, sewer, utilities, and buildings.
2. Directs the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area.
3. Establishes, within the Tribe's policies, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly. This individual may have to occasionally assist staff to complete certain projects to meet deadlines or budget goals.
4. Must develop and maintain a working relationship with Indian Health Services and Bureau of Indian Affairs.
5. Inspects and reviews projects to monitor compliance with building and safety codes and other regulations. Also, stays up-to-date and knowledgeable about pertinent codes and regulations, specifically the Federal Regulations concerning Tribal Construction.
6. Investigates damage, accidents, or delays at construction sites, to ensure proper procedures are being carried out and to assist with problem solving.
7. Reviews and/or conducts on-site inspections to determine unsafe conditions and follows up to assure correction of such unsafe conditions occurs.
8. Plans and directs safety activities within the department to evaluate and control hazards.

9. Plans, develops, and institutes a cost effective maintenance program for equipment and assumes the responsibility for the preventative maintenance and minor repairs.
10. Establishes and implements inventory controls for all equipment and parts, including an annual reconciliation with the accounting records with the Tribal Manager present.
11. Long-term/strategic plan development for tools and equipment.
12. Purchases from approved suppliers on a timely basis to ensure on site product availability.
13. Oversee and participate in the development and administration of the Public Works Department annual and job specific operating budgets; with the goal to maximize profitability; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
14. Primarily responsible for ensuring the department is profitable and that it is not being supported by the General Fund, absent possible extenuating circumstances.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works administration and the construction industry.
16. Respond to difficult and sensitive citizen inquiries and complaints.
17. Ensures that all employees are proactively given a clear understanding of their job functions and then evaluated on their performance by periodically reviewing their work to ensure technical services are performed properly and renders technical assistance to personnel, when required.
18. Creates a friendly work atmosphere and communicates an "OPEN DOOR" policy to all employees to resolve employee disputes in a timely manner.
19. Responsible for the overall employee morale and job satisfaction of all team members within the department.
20. As a supervisor/manager, one must familiarize him or herself with the Bay Mills Personnel Policies and Procedures handbook to fairly and consistently apply those to all departmental employees.
21. Assumes responsibility for the directing, training, performance, and discharging of all departmental employees, in collaboration with Tribal Engineer and the Human Resources Department.
22. Ensures that all required paperwork is completed and submitted to Human Resources/Accounting in a timely manner; including, but not limited to: leave requests, performance evaluations, employee status change reports, corrective actions, labor requests, accident/injury reports, etc.
23. Actively participates in and ensures that all job costing and tracking information is accurate and complete and that job specific financial data is kept up to current month billing cycles.
24. Must attend all mandatory trainings designated by the Human Resources Department and/or Tribal Engineer.
25. Other duties as assigned within the scope and complexity of this position's essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit with occasional walking and standing. Frequently the employee must bend, reach above shoulder level, kneel, and push/pull. The employee must occasionally lift and/or move up to 75 pounds. The employee must use hands for repetitive action such as simple and/or firm grasping.

**POSITION REQUIREMENTS:**

1. Bachelor's degree in Business, Construction Management, Civil engineering or related field.
2. Work experience in the field of Construction or public works management, including administrative and supervisory responsibility, may be considered in lieu of a degree.
3. Must have a valid driver's license, with an excellent driving record, and have the ability to obtain a CDL within six (6) months, as a CDL is preferred.
4. Ability to understand and/or operate heavy equipment.
5. Knowledge and experience in building systems and construction practices. A Builder's license is preferred; this shall be obtained within 18 months of hire.
6. Two to five years of Supervisory experience preferred.
7. Must possess strong administrative, organizational, and communication skills.
8. Knowledge of computers, word processing, and other office equipment. Experience or familiarity with construction estimating and scheduling software is preferred.
9. Must be able to understand complex site or project plans to create project bids for appropriate jobs.
10. Ability to understand and communicate complex site or project plans to others to ensure each job is executed properly.
11. Must have experience in planning and budgeting, with the ability to develop and implement budgets and other financial reports or information. Similarly, must understand the relationship between the bid process and the financial statements.
12. Ability to reconcile revenues with the financial statements to ensure invoice amounts are reflected on the financial statements.
13. Must have the ability to plan, coordinate, and direct staff engaged in various professional, technical, and administrative functions of the various departments.
14. Must have excellent employment history demonstrated through employer references.
15. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
16. Must be dependable and flexible with work schedule.
17. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** June 28, 2022 (4:30pm)

**APPLY TO:** Send Resume and Application to:

Anna Carrick; HR Generalist  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8526

[amcarrick@baymills.org](mailto:amcarrick@baymills.org)

Subject: Public Works Director

\*\*Applications can be found on the Bay Mills website at  
[www.baymills.org](http://www.baymills.org) under the employment section\*\*