



Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Position Description

Title: TRIBAL ROADS COORDINATOR
Department: PIT RIVER TRIBAL ROADS DEPARTMENT
Reports To: TRIBAL ADMINISTRATION
Classification: Exempt
Salary: \$ 52,000.00 Entry Level (DOE)

Job Summary:

The Transportation Tribal Roads Coordinator is responsible for the administration and business activities of the Pit River Tribe Tribal Transportation Program (Roads). The work methods require a wide range of management skills and practices. This position requires someone who can work independently with minimal supervision to ensure timely, accurate, and efficient workflow following various state/federal regulations, administration policies, and standards. The work often involves highly confidential matters and the pressure of deadlines. Due to the nature of the program functions, this position requires close cooperation and coordination with a variety of contacts including but not limited to Tribal personnel, Tribal Officials, federal/state government agencies, general contractors, engineers, professional associations, and the general public.

Essential Duties and Responsibilities:

1. Perform a wide variety of administrative and project management functions for the Transportation Program Roads.
2. Work with department staff, consultants, and engineers to prioritize and update the Pit River Tribes' Tribal Transportation Improvement Program (*TTIP*) as needed; at least once every 4 years as required by 25 CFR 170.
3. Work with GIS Consultant and Analyst to maintain and update the Road Inventory Field Data System. National Tribal Transportation Facility Inventory (*NTTFI*), as needed.
4. Conduct public meetings when necessary for new projects with new routes.
5. Conduct updates to the Long-Range Transportation Plan (*LRTP*) as needed to include new projects or routes as required by federal regulations.
6. Submit all updated TTIPs, LRTP, and NTTFI Roads inventory to the Tribal Council for approval by Resolution for final submittal to the Bureau of Indian Affairs. By the federal statutory deadlines.

7. Plan, develop and implement transportation construction and maintenance projects; roads, bridges, trails, pedestrian, bicycle facilities, parking lots, stormwater systems, and street lighting. Provide the Bureau of Indian Affairs updates on all phases of the projects.
8. Administer the process for NEPA compliance on all Transportation projects, construction, and maintenance.
9. Oversee the construction contract management, including collection and certification of related payroll, conduct the required reviews and interviews, daily contractor reports, and tally all quantities of rock and asphalt tickets and all required federal documentation for project compliance.
10. Assist in developing, editing, and advertising all bid and contract documents for construction and maintenance projects per the Pit River Tribes procurement policies and Federal Regulations.
11. Perform all project management activities through the administrative process with on-the-ground project monitoring of contractor activities.
12. Develop Tribal Transportation program budgets, for administration, construction, and maintenance. Help develop project cost estimates and specifications with an engineering firm.
13. Ensure Compliance with all applicable Federal Tribal Transportation Program Laws and Regulations.
14. Manage all contracts of the Transportation Program and when appropriate the Planning Department.
15. Oversee the Program's Property Management. Responsibilities include ensuring proper accounting of capital equipment and high-value equipment and property and disposal of excess, damaged, or otherwise useless equipment and property.
16. Create partnerships and collaborate with Federal, State, County, City, and other transportation stakeholders to maximize opportunities to implement the Tribe's Transportation improvement priorities.
17. Perform overall work planning, establish work schedules and priorities, and assign and review work for direct report staff. The incumbent will be called upon to accomplish other tasks within the scope of work.

Licenses:

Must possess a current and valid California Driver’s License with a record acceptable to the PRT Policy and insurance carrier

Education and Experience:

- Required to possess a High School Diploma or Equivalent.
- Required to have either an Associate’s Degree in a related field with three (3) years of relevant work experience: or Five (5) years of relevant experience and/or training in a related field.
- Required to have computer experience; emphasis will be on the use of Microsoft Word, and Excel and work in a networked environment.
- Required to possess and maintain a valid Driver's License, have a good driving record, and be insurable by the Pit River Tribe with a vehicle insurance policy. (Must submit Driver's License with application)
- Required to submit to and clear an alcohol/drug screen and random testing as per policy.
- Preferred qualifications in construction and Project Management are highly preferred for this position.
- Supervisory experience is preferred.

Working Conditions:

Work is performed in a small office with limited storage, filing, and workspace. Frequent interruptions may occur from staff and community members. Work will also include out in the field work on projects.

Working Environment:

The environment involves the usual risks and stress of an office environment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice

Indian Preference: Preference will be given to qualified Native Americans under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Knowledge of Pit River Tribe: This position requires awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs, and socioeconomic needs. It requires the ability at all times, to meet and deal effectively in contact with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness, and good judgment in handling sensitive issues.

Other related duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations about the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

All candidates: Please submit PRT Application, resume, cover letter, and 3 professional references for verification of past employment history.

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Contact:

Human Resources Department

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