

JOB OPENING ANNOUNCEMENT

Job Title: Public Works Manager

Report To: Tribal Chairman

Department: Public Works

Job Vacancy: YAN-21-047

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 06/09/2021

Closing Date: Until Filled

POSITION DESCRIPTION:

Oversee the Management of the Public Works Department.

QUALIFICATIONS:

- High School Diploma or Bachelor of Science or Engineering Degree or one of the Building trades preferred.
- Five (5) years' experience in the building trades or related fields and progressively responsible experience in building maintenance.
- Knowledge of occupational hazards and safety procedures of the trade.
- Knowledge of the principles, practices, tools and materials used in maintenance, custodial, grounds and roads.
- Skilled in the use and care of common hand tools required in building and equipment maintenance.
- Must be able to read and interpret blueprints, building specifications, HVAC system component operating and maintenance information.
- Must have working knowledge of Preventive Maintenance, work orders and maintenance accounting systems.
- Prior supervisory experience preferred.
- Ability to apply effective principles of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Manages assigned staff and program in best interest of the Nation.
- Develops and administers all Fleet Policies, obtains Tribal Council approval and updates policies as needed; provides direction to staff of all officially adopted policies.
- Plans, organizes and directs a program of building and grounds maintenance encompassing all Department properties.
- Reviews plans or works with subordinates and employees, advises on technical areas and variations of schedules.
- Responsible for maintaining the specifications and inventories of supplies and equipment, checking daily the equipment maintenance and assuring the adequate supplies are on hand and that work is performed as scheduled.

- Makes periodic audit checks of supplies, equipment and fleet vehicles and takes immediate corrective action to the fullest extent of the Law when discrepancies occur.
- Controls maintenance vehicle assignments and repair records.
- Responsible for hiring, counseling and disciplinary problems that may arise.
- Develops, administers and effectively manages department budgets.
- Monitors expenditures and revenues to ensure that budget forecasts are met.
- Submits monthly and quarterly reports, both oral and written.
- Evaluates and reviews the performance of assigned personnel.
- Maintains professional education and attend meetings/ trainings to keep abreast of changes in requirements, which affect the Nation and current trends in the maintenance field.
- Must have high adaptability and exercise sound judgment, tact and professional attitude
- Maintains a positive working relationship with other Tribal departments
- Accomplishes other job-related duties as assigned by supervisor or delegate
- Participates on various Nation work groups.
- Responsible for the repair and preventative maintenance to all tribal civic building for staff and public safety.
- Responsible for the day to day cleaning of all tribal civic buildings, i.e., bathrooms, kitchen windows, floors, walls, etc.
- Responsible for repair and preventative maintenance of fleet/motor pool vehicles for staff and public safety including tire replacement and rotation, oil and fluid changes, filters, etc.
- Responsible for repair and roads maintenance on the reservation roads for public safety. Keeps road ways clear of debris, weeds, glass and trash.
- Responsible for the upkeep on all grounds and parking lots to the tribal civic buildings and parks, maintain asphalt to parking lots, keep debris clear of these areas, trim and water all vegetation.

Physical Requirements

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral vision; depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to fingers; handle or operate objects; tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

