



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## PUBLIC WORKS DIRECTOR

### Position Description

**Opens: November 01, 2023**

**Closes: December 01, 2023**

|  |   |                            |   |
|--|---|----------------------------|---|
| <b>Department:</b>                         | Public Works  | <b>Reports to (title):</b> | Executive Director  |
| <b>Job Code:</b>                           | EX-16   | <b>Job Location:</b>       | Bois Forte Public Works<br>Nett Lake and Vermilion, MN  |
| <b>Pay Range:</b>                          | Min: \$71,563.70 (\$34.41)<br>Mid: \$95,418.26 (\$45.87)<br>Max: \$119,272.83 (\$57.34) | <b>Supervises:</b>         | Roads Forman, Water/Wastewater Supervisor, Solid Waste, Administrative Assistant, Transportation Manager. |
| <b>Hours/week:</b>                         | 40  | <b>Classification:</b>     | Exempt  |
| <b>Type of Position:</b>                   | Full-Time   | <b>Effective Date:</b>     | 10/30/2023  |
| <b>Indian Child Protection Background:</b> | No  | <b>Revised Date:</b>       | 10/30/2023  |

### PERFORMANCE EXPECTATIONS

In the performance of their respective tasks and duties, all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

The Public Works Director accomplishes the department’s strategic objectives by planning, organizing, and supervising all functions required to operate and maintain program activities and services. Oversees, leads, and directs all aspects of Construction, Engineering, Facilities, Fleet Management, General Maintenance, Roads and Range, and Water and Sewer, so that services are provided effectively and efficiently. The Public Works Director Maintains confidentiality of all privileged information.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Completes department policies for submission to the Executive Director.
2. Develops and implements a strategic plan to maintain the capacity to deliver efficient Public Works services to Bois Forte. Develops plans for short-, mid-, and long-term resources and scheduling requirements to meet objectives.
3. Directs the establishment, implementation, and communication of goals, objectives, policies, and procedures in accordance with strategic plan and applicable laws, regulations, ordinances, and regulatory agencies.
4. Contributes to departmental effectiveness by identifying short-term and long-range issues and goals that must be addressed, providing information and commentary pertinent to deliberations, recommending options and courses of action, and implementing directives.
5. Achieves financial objectives by assisting in preparing the annual budget, inclusive of operational plans and objectives; recommends staffing and expenditures.

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6. Manage and administer the Bureau of Indian Affairs road construction contract, including all functions: planning, archeological, environmental, survey, design, right-of-way construction, and construction monitoring.
7. Prepares and solicits construction contract bid announcements.
8. Prepares and presents reports on the status, activities, and plans for current and future operations.
9. Develops issue and discussion papers on public works situations for policy development purposes.
10. Prepares comments and responses on proposed federal policies and procedures related to public works concerns affecting Bois Forte.
11. Provides inspection and monitoring of contracted construction activity.
12. Supervises permanent and part-time Road Department personnel, including assignment of work and evaluation of their performance.
13. Prepares and maintains the RTC-adopted road transportation improvement plan, including submitting a three-year control schedule as required by the Bureau of Indian Affairs.
14. Ensures that all road inventory data is accurate and submitted to the Bureau of Indian Affairs.
15. Maintains a positive working relationship with federal, state, and local funding agency officials associated with implementing the road program.
16. Identifies and pursues additional funding that will enhance Reservation Road infrastructure.
17. Prepares and submits all required reports to the Reservation Tribal Council and funding agencies.
18. May assist operators in operating heavy equipment.
19. Supervises the use and maintenance of all Road Department vehicles and equipment. Ensures all Road Department vehicles and equipment are in safe and legal operating condition.
20. Trains employees and ensures compliance with the Personnel Policy Manual.
21. Plans long-term planning and projects in the Public Works Department, including streets, roads, water, and wastewater treatment facilities.
22. Oversee the employees who work for the Department of Public Works and review performance evaluations of Public Works employees.
23. Develops annual budget for the Public Works funds, specifically maintenance, water, wastewater, roads, and the Enterprise.
24. Oversees and schedules proper training for employees as needed.
25. Manages, administers, and authorizes any contracts, purchases, and expenditures within the Department with the approval of the RTC where necessary.
26. Investigates all complaints arising from activities performed by the Department.
27. Manages and supervises the staff and services of the Bois Forte Utility Board, including the water and sanitation and wells and septic departments.
28. Develops and implements guidelines, policies, procedures, and permits for private and municipal water and sewer service.
29. Ensures compliance with applicable federal and tribal regulations for water and sewer (NPDES permitting, etc.).
30. Advises the Utility Board on user fees, permit fees, and other necessary fees and identifies other sources of revenue to operate and maintain water/sewer adequately.
31. Provides engineering design, assistance, and oversight in the planning and constructing of roads, water, and sewer infrastructure projects.
32. Coordinates and directs financial planning, budgeting, and procurement activities of the Public Works Department.
33. Interprets current policies and practices and plans and implements new operating procedures to improve efficiency and reduce costs.
34. Plans, organizes, and directs activities concerned with constructing and maintaining structures, facilities, and systems.
35. Investigates reports of damage at construction sites to ensure proper procedures are followed.
36. Creates reports concerning such areas as work progress, costs, and scheduling.
37. Studies job specifications to plan and approve the construction of a project.
38. Contracts workers to perform construction work by specifications.
39. Interprets and explains plans and contract terms to administrative staff, workers, and clients.
40. Requisition supplies and materials to complete construction projects.
41. Directs the preparation of the annual departmental budget and justifies budget requests before the Executive Director and Tribal Council.

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42. Directs, prepares, and presents annual budgets to the Executive Director and RTC.
43. Directs and controls expenditures of departmental fund allocations within the constraints of approved budgets.
44. As an employee of the Bois Forte Reservation, I will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and services for the Bois Forte Band of Chippewa.
45. Other related job duties as assigned.

### MINIMUM MANDATORY QUALIFICATIONS

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| Experience:  | <ul style="list-style-type: none"><li>• Eight to ten years of experience in construction management and infrastructure projects.</li><li>• Three years of experience managing the budget for a department or company.</li><li>• 10 years Water/Wastewater Experience.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• Bachelor's degree in business, construction management, accounting, or related field. Five or more years of experience in one of the fields above may be substituted for the required education. For example, if the candidate does not have a bachelor's degree, they may substitute 13 years of work experience in Construction Management (8 years of experience plus an additional 5 years to replace degree); or, a two-year degree in relevant field with ten years of relevant work experience.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.</li></ul>   |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Knowledge of traditional forms of government and Band customs and traditions.</li><li>• Experience in administration of construction financing and contracts.</li><li>• Knowledge of applicable federal, state, county and local laws, regulations, requirements, and codes.</li><li>• Knowledge of the principles and practices of construction management and engineering including budgeting, program planning and program development.</li><li>• Knowledge of workplace safety requirements and practices.</li><li>• Knowledge of applying engineering principles and practices in broad areas of assignments.</li><li>• Knowledge of research methods and techniques.</li><li>• Knowledge of community development.</li><li>• Experience in road design, construction, construction monitoring, and maintenance.</li><li>• Previous personnel supervisory experience, including employee supervision, training, and performance evaluations.</li><li>• Excellent written and oral communication skills.</li><li>• Experience working with state, federal, tribal, and local governments, and agencies.</li><li>• Experience in managing public funding, maintaining prescribed budgets, implementing program objectives, complying with program regulations including reporting requirements.</li><li>• Knowledge in project management, survey, and design software.</li><li>• Ability to read blueprint plans.</li><li>• Ability to deal effectively with elected officials, the public and other tribal employees.</li><li>• Ability to plan, control and organize activities in the Department of Public Works.</li><li>• Knowledge of applicable BIA, and Band resolutions, ordinances, rules, and regulations.</li><li>• Ability to work independently on normal day to day matters.</li></ul> |

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- Ability to attend RTC and utility meetings.
- Thorough knowledge of the principles and practices of public administration as it applies to a large municipal public works operation and familiarity with the regulations governing public work operations.
- Ability to develop short- and long-term operational plans and programs.
- Ability to establish and maintain effective working relationships with superiors, subordinates, attorneys, contractors, officials of other agencies and the general public.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment.
- Use/storage/maintenance of multiple usernames and passwords.
- Computer-related problem-solving skills through the use of available training and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
- Must be deemed worthy of bond or insurance coverage (also referred to as 'bondable').

### PREFERRED QUALIFICATIONS

- Heavy equipment operations experience.
- Water/wastewater operations.

### WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other

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federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions. .

**OTHER**

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda V. Lilya 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, [mlilya@boisforte-nsn.gov](mailto:mlilya@boisforte-nsn.gov) . Applications received after the closing date will not be accepted.**