

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5030 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Roads Manager

PAY RANGE: \$37.56 - \$56.34

DEPARTMENT: QCV Maintenance

JOB DESCRIPTION: Leading the Road Maintenance Division of Public Works, the Roads Manager is responsible for overseeing the maintenance and repair of Quil Ceda Village roadways and streets to ensure safe and efficient transportation. This role involves planning and coordinating maintenance activities such as maintaining and repairing roads, drainage and controlling vegetation, managing a team of workers and ensuring compliance with safety and environmental regulations. This position requires strong leadership skills, technical knowledge, and the ability to manage multiple projects simultaneously.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://quilcedavillagewa.munisselfservice.com/ess/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village Human Resources at 360-716-5047.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: QCV Public Works Director

EMPLOYEE SUPERVISES:

EDUCATION:

- High School Diploma or GED required.
- Bachelor's degree in planning, environmental studies, geography, engineering, or a related field; may accept equivalent combination of experience, education, and training in lieu of degree.

SKILLS:

- Must be able to independently organize tasks, delegate responsibility, and coordinate team efforts under deadlines.
- Must be able to gather, evaluate, and document technical planning data; and read and interpret legal documents and descriptions.
- Must be able to work independently, manage, prioritize, and implement multiple projects simultaneously.
- Must have knowledge of principles and practices of planning and design, mapping and charting techniques.

- Must have knowledge of capital construction budget management and public works project management.
- Must be able to establish and maintain effective work relationships with Tribal Government, multi-jurisdictional commissions or committees, representatives of other agencies, and the public.
- Must be able to communicate effectively with people of all ages and from a variety of cultural, economic, and ethnic backgrounds.
- Must be able to prepare a variety of correspondence, reports, and other written materials and documents; make effective group presentations.
- Must have excellent oral and written communication skills to be able to negotiate contracts, oversee contractors, and resolve conflicts.
- Must be able to think quickly and critically, with excellent problem-solving skills.
- Must have advanced computer skills and proficiency in Word, Excel, Project, AutoCAD, Smartsheet, and Viewpoint.

EXPERIENCE:

- Must have a minimum of four (4) years of supervisory and/or management experience.
- Must have a minimum of four (4) years of professional experience in road planning work related to the specific requirements of the position.

OTHER REQUIREMENTS:

- General knowledge of Tribal organizational structures, procedures, policies and codes pertaining to Quil Ceda Village, licensing and planning.
- Must have and maintain a valid WA State driver's license and maintain personal automobile insurance; employee will be required to occasionally visit assigned account locations.
- Must be able to successfully complete a Tribal, State and Federal background investigation and be able to pass a hiring and periodic random urinalysis.
- Must be willing to attend progressive job-related training as requested.
- Must have a successful employment history with current and past employers.
- Must be able to perform other related duties as assigned.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Must be 18 years of age or older and legally authorized to work in the United States.
- Hand and finger dexterity for the operation of personal computer and routine paperwork.
- Seeing to read a variety of physical and electronic materials.
- Tolerance to be exposed to computer screen for prolonged periods of time on regular basis.
- Stamina to sit, stand, and/or walk for prolonged periods of time, including various weather conditions at construction site and/or event locations.
- Ability to lift and carry 40 lbs. on an occasional basis.
- Mobility to bend, stoop, and/or climb stairs on an occasional basis.
- Hearing and speaking to exchange information in-person and on the telephone.

SPECIFIC JOB PERFORMED:

- Coordinates and participates in the development and administration of public works plans pertaining to roadways and streets within Quil Ceda Village, occasionally elsewhere within the Tulalip Reservation.
- Oversees Roads Maintenance Division, prepares plans and reports; ensures completed projects comply with applicable Tribal law, regulations, ordinances, and/or grant requirements.
- Prioritizes and schedules daily work, assists with requests for proposals for professional services, monitors budget, and maintains status reports on capital construction projects.
- Assists with right-of-way work, prepares permit applications, and contributes to temporary erosion control plans, and traffic control plans.
- Serves as staff representative on various technical advisory committees, and commissions and reviews design plans and specifications relating to roadway, street, and drainage systems maintenance.
- Assists in the preparation or procurement of materials for various projects and day-to-day maintenance activities and coordinates with other divisions regarding equipment and materials to ensure efficient completion of projects.
- Prepares timelines and scheduling for capital construction projects in coordination with Public Works staff, and contractors.
- Responsible for controlling roadside vegetation, developing plans for cutting, hauling, removing, and replacing signs or other fixtures to maintain right-of-way.
- Responsible for the maintenance and repair of roadway drainage systems, developing plans for clearing culverts and catch basins and unclogging pipes to ensure the efficiency of such systems.
- Responsible for clearing city roads and streets of hazards during winter season, coordinating with Public Works and emergency management personnel as needed to ensure safe transportation for the public.
- Responsible for ensuring employee and work zone safety, including safety equipment, and ensuring all appropriate safety procedures, protocols, and responsibilities are strictly adhered to.
- Effectively prepares, maintains, and updates charts, files, maps, reports, and other records related to assigned duties and responsibilities.
- Contributes to the preparation of the annual budget related to assigned responsibilities and operational costs.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.