

Red Cliff Band Of Lake Superior Chippewa
"The Hub Of The Chippewa Nation"
RED CLIFF TRIBAL COUNCIL



POSITION: Public Works Project Coordinator

LOCATION: Red Cliff Indian Reservation

WAGE: \$14.00 - \$22.00 per hour; negotiable depending upon qualifications

THIS IS A REGULAR FULL-TIME NON EXEMPT POSITION

SUPERVISOR(S): Tribal Planner and Director of Tribal Operations

JOB SUMMARY: Primarily responsible for planning and administration of public works projects related to the transportation system and other public infrastructure (water/sewer/storm water) on the Red Cliff Reservation.

QUALIFICATIONS: Education or work experience in the fields of transportation planning and/or construction administration: Associate Degree or higher strongly preferred. Knowledge of computers: word processing, spreadsheets, email required; CAD/GIS preferred. Must have demonstrated ability in planning, budgeting, contract preparation, and project coordination.

DUTIES:

1. Plan, organize, and directs activities concerned with the construction of roads and related infrastructure, including storm water facilities, water & sewer systems, essential utilities, and other public facilities.
2. Schedule the projects in logical steps and budget time required to meet deadlines. Coordinate with engineers, utility companies, regulatory agencies, funding agencies and other Tribal staff on project plans, specifications, and estimates (including archeological, environmental, and right-of-way documents).
3. In coordination with Tribal attorney, review and revise contractual agreements consistent with Tribal and federal codes and regulations.
4. In coordination with finance office, prepare reports, payment requests, and budgets. Document project activities and ensure projects are completed on schedule, within budget, and in compliance with applicable federal, state, and local laws.
5. Inspect project sites, resolve project disputes, and ensure conformance to design specifications.

6. With oversight by Tribal administration, Council-appointed committees, and the Tribal Council, develop long-range plans for the Red Cliff road construction and maintenance programs and related infrastructure.
7. Perform related duties as assigned by supervisor.

KNOWLEDGE: Knowledge and experience of the practical application of relevant engineering science and technology. Prefer knowledge of Bureau of Indian Affairs P.L. 93-638 contracting. Prefer knowledge of Federal Acquisition Regulations, relevant OMB circulars, CFRs and federal labor laws. Willingness and ability to follow and enforce Tribal Construction Safety protocols.

SUPERVISORY AUTHORITY: May have supervisory authority over Tribal Technician hired for specific projects.

PERSONAL CONTACTS: Daily contact with Tribal Planner, and Tribal Administrative staff. During construction phases will have daily contact with consultants, contractors, etc.

PHYSICAL REQUIREMENTS: Person will be required to work outside in varying weather conditions at times.

WORK ENVIRONMENT: Time will be spent between Planning office, which is a non-smoking environment and at project sites.

TRAVEL REQUIREMENTS: Person will be required to have valid driver's license, vehicle, and at least liability insurance for local travel to project sites. May be required to attend meetings in and out of state.

POSTING: November 21, 2007

DEADLINE: December 21, 2007 at 4:00 pm

FOR FURTHER INFORMATION PLEASE CONTACT:

**Red Cliff Tribal Administration Building
Personnel Office
88385 Pike Road Hwy 13
Bayfield, WI 54814
www.redcliff-nsn.gov**

rwygonik@redcliff-nsn.gov

(715) 779-3700 ext. 267 or 268

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE MAY BE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF REEMPLOYMENT WITH THE TRIBE.