

Fort Bidwell Indian Community

Position Description

Job Title: Public Works Officer

Reports To: Tribal Administrator

Supervise: Public works employees and maintenance staff

Salary Range: \$26 to \$32 DOE

Job Site: Fort Bidwell Indian Community Offices

Position Summary

The position of Public Works Officer consists of planning, directing, organizing and controlling infrastructure operations and maintenance work, budget management, project management and bidding, resource management and strategic guidelines.

Specific Responsibilities

Tasks

Conduct investigations related to public complaints

Develop policies, programs and procedures for infrastructure maintenance.

Manage policies, program and procedures for infrastructure maintenance.

Plan and direct the public works department activities

Plan and manage programs, equipment and support services budgets.

Plan construction works taken into consideration of all Tribal properties and use.

Plan, supervise, and coordinate the work of subordinates and maintain a good work environment.

Prepare proposals and contracts for public works activities.

Prepare reports, analysis and recommendations for public work projects.

Perform maintenance tasks for Tribal public buildings, roads, parks, and other structures ensuring safety and functionality.

Perform all weather maintenance such as installing and removing Tribal member equipment, snow plow services, cold weather protection of all Tribal buildings, and selected Tribal member homes, maintenance of inventory lists of all Tribal building equipment, with annual inventory compliance, maintenance of Tribal equipment, maintenance of the Tribes septic systems, water services access, and weather related clearing of seasonal drainages.

Competencies (In order of importance)

Dependability-Job requires being reliable, responsible, and dependable in fulfilling obligations.

Attention to detail- Job requires being careful about detail and thorough in completing tasks.

Leadership-Job requires a willingness to lead, take charge, and offer opinions and direction.

Self-Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in difficult situations.

Initiative- Job requires a willingness to take on responsibilities and challenges.

Minimum Qualifications Preferred

1. Must have successfully completed a high school diploma, GED or high school equivalent.
2. Ability to obtain and maintain necessary certifications for the public works department.
3. Must have a minimum of two (2) years of progressively responsible administrative/programmatic experience.
4. Must have computer knowledge and the ability to produce and maintain historical information on public works.
5. Ability to establish and maintain effective working relationships with clients, staff, volunteers, Tribal Members, and public and private agencies.
6. Ability to communicate in oral and written form effectively with diverse client populations including low/moderate income, high risk, and diverse family systems.
7. Ability to monitor and assess the performance of yourself and others to maintain a good work environment and provide excellent services for the Tribal community.
8. Experience working with Native American communities desirable.

Other Requirements

1. Must be eligible for coverage under the Tribe's vehicle insurance policy. Must possess a valid California driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary, during or after regular working hours.
2. Preference in hiring is given to qualified persons who are enrolled members of the Fort Bidwell Indian Reservation, American Indians in accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), and the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq), including other relevant laws, preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE). Applicants

claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.

3. This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting moderately heavy items, up to 20 lbs.

4. Must be able to satisfactorily complete a background check, fingerprint live scan, pre-employment physical, if applicable.

5. The FBIC Offices will comply with all requirements of the Drug-Free Workplace Act of 1988.