
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Director of Transportation

Reports To: Tribal Chairman

Location: Orleans – Department of Transportation

Salary: \$50,000 to \$65,000 per year, depending on experience

Summary: Shall be responsible for all Transportation Department functions for the Karuk Tribe including the supervision of staff. The Department Director shall build and maintain collaboration relationships with all Federal, State and local partners to ensure safe and reliable transportation facilities for all users.

Classification: Full Time, Regular, Exempt, Non Entry Level

Application Deadline: August 24, 2017

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: www.karuk.us or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2010, Fax: (530) 493-5322, or Email at dlbernal@karuk.us

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POSITION DESCRIPTION

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Reports To: Tribal Chairman

Location: Orleans - Department of Transportation Office

Supervises: Transportation Department Staff

Salary: \$50,000 to \$65,000, DOE

Summary: Shall be responsible for all Transportation Department functions for the Karuk Tribe including the supervision of staff. The Department Director shall build and maintain collaborative relationships with all Federal, State and local partners to ensure safe and reliable transportation facilities for all users.

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Responsibilities:

1. Shall be responsible for Departmental compliance with the Karuk Tribe's Personnel Policy Manual, as well as any other policies or ordinances which apply to the Department of Transportation.
2. Provide professional leadership; build and maintain positive relationships with funding partners, cooperating agencies and stakeholders to ensure collaborative project development and implementation.
3. Shall provide the Karuk Tribal Council updated analysis of 25CFR, Part 170; and, the TTP Program Agreement between the Karuk Tribe with the United States Department of Transportation-Federal Highway Administration.
4. Shall plan, analyze and develop progressive goals and objectives in the development of the Tribal Transportation Improvement Program.

Responsibilities: *Continued*****

5. Shall maintain and update the Karuk Tribe Long Range Transportation Plan as required in 25 CFR, Part 170.
6. Shall represent and act as the Karuk Tribe liaison on all transportation relevant Federal, State and Local Government departments, committees, commissions and advisory groups, as required.
7. Responsible for forecasting and development of multiple project budgets; ensuring full accounting of revenue and expenditures
8. Shall develop and evaluate data needs to support funding acquisition for TTP planning activities and road construction priorities.
9. Shall coordinate with engineering staff or consultants, when necessary, to develop plans, specifications and estimate packages for select transportation related projects. Shall ensure full NEPA/CEQA compliance on all projects as required by federal and state statute.
10. Develop and solicit construction contract bid packages, rank contractor bids, preform pre-bid and pre-construction conferences, review submittals,
11. Monitor construction Projects, acting as Construction Inspector, *as required*.
12. Shall review certified payroll for compliance to current federal prevailing wage rates and preform confidential employee compliance interviews, as required
13. Shall monitor construction project time and material costs to ensure functionality and financial viability.
14. Shall Review, analyze and approve progress payment requests and billing invoices.
15. Develop written and provide verbal project status reports to Executive Council and funding sources.
16. Complete annual NTTFI updates as needed ensuring all minimum requirements are completed and submitted as per annual submission schedule.
17. Schedule and oversee all maintenance of select TTP facilities, ensuring a safe reliable transportation network.
18. Ensure the development of an annual TTP facilities maintenance schedule to ensure the highest level of safety, as per federal regulation and internal organizational procedures and ordinances.

Responsibilities: *Continued*****

19. Monitor and ensure timely, required management and inspection of all Karuk Tribe Department of Transportation equipment inventory.
20. Shall oversee rights of ways and easements as required to ensure favorable project outcomes on facilities as identified on the Karuk Tribe NTTFI.
21. Shall be responsible for ensuring compliance with all necessary laws/regulations, as related to tribal road construction and maintenance.
22. Shall be responsible for the development, review, and approval of Plans, Specifications & Estimates (PS&E's).
23. Shall participate in the final inspection of construction projects and complete Project Closeout Reports when required.
24. Shall prepare a Self-Governance Annual Report for roads activities.
25. Shall provide current updates to Tribal Council on a monthly basis and as required.
26. Shall be available for local and out of the area travel as required for job related training.
27. Shall attend all required meetings and functions as requested.
28. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications/Requirements:

1. Must have a Bachelor's Degree in Civil or Environmental Engineering, or related field OR equivalent four (4) years *current* experience transportation planning or construction management, which clearly shows that the applicant can perform all of the functions of the position.
2. Must have current practical experience in the field of Transportation Planning.
3. Must have proven project experience from conception to completion, clearly applicable to Transportation planning, design and construction.
4. Must have a proven track record of building relationships with Federal, State and Local transportation agencies and stakeholders.
5. Have the ability to work effectively with Native American people in culturally diverse environments.

Qualifications/Requirements:

Continued

6. Have the ability to manage time well and work under stressful conditions with an even temperament.
7. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
8. Must be sensitive to Karuk cultural values and resource management practices.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier
10. Must adhere to confidentiality policy.
11. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Council Approved: September 6, 2011; Revised: February 23, 2017

Chairman's Signature: _____

Employee's Signature: _____