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**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

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## Vacancy Announcement

**Title:** Director of Public Works

**Reports to:** Executive Director

**Location:** Happy Camp, CA

**Salary:** \$83,000 to \$108,160 per year, depending on experience

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

**Summary:** The Director of Public Works will perform complex supervisory, administrative and professional work in planning, organizing, directing and supervising the Public Works Department. In general, the Director will be in charge of performing and directing the activities for all Public Works and Construction Projects for the Karuk Tribe and all services related to the improvement, safety, and betterment of the Tribe's infrastructure. Director shall oversee the Indian Health Services Sanitation Deficiency Systems program, and supervise Transportation, Technology, Land, Tribal fleet, maintenance and construction, and Emergency Services Departments. The Director works under the direction of the Executive Director.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

<b>Title:</b>	Director of Public Works
<b>Reports to:</b>	Executive Director
<b>Location:</b>	Happy Camp, CA
<b>Salary:</b>	\$83,000 to \$108,160 per year, depending on experience
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### **Responsibilities:**

1. Develop and sustain long term programs that enhance Tribal Communities.
2. Prepare submissions for public works projects.
3. Determine work procedures, prepare work schedules, and expedite workflow.
4. Present the top plans for consideration and then performs or assigns work once a project has been selected.
5. Develop budgets, schedules, and inspections for public works, construction and maintenance activities.
6. Prepare plans, standard specifications, cost estimates, and bidding procedures for a variety of public works, construction and maintenance projects.
7. Oversee the bidding of contracts, competency of contractors and vendors and the selection criteria for the award of construction contracts.
8. Produce reports and other technical papers as required for public works projects, construction and programs.
9. Monitor the progress of staff, providing guidance for employees and may provide alternate work plans.
10. Create bid specifications.
11. Ensure all work is completed properly and in a timely fashion by contractors, vendors and Public Works staff members.
12. Oversee and allocate resources for any number of construction projects including new

construction, remodels and additions.

13. Provide administration and oversight on all public works projects.
14. In the absence of a designated tribal representative, shall act as Karuk Tribal liaison with Federal, State, County, and Local agencies on any active or future public works project the Tribe has prioritized.
15. Maintain regular contact with consulting engineers, construction project engineers, architects and other professional consultants.
16. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
17. Shall be polite and maintain a priority system in accepting other job duties as assigned.

**Qualifications:**

1. Demonstrate the ability to work effectively with Native American population in culturally diverse environments.
2. Exhibit the ability to manage time well and work under stressful conditions with an even temperament.
3. Display the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrated ability regarding principles and practices of budgetary development, control and administration.
5. Knowledge of principles, techniques and methods of project management, preparing designs, plans, specifications, estimates and reports for proposed facilities and infrastructure.
6. Demonstrate the ability to understand and follow oral and written instructions.
7. Bachelor's Degree with background in civil engineering is preferred.
8. AutoCAD, 1 year preferred.

**Requirements:**

1. Must have an AA degree, Certificate or 2 years of higher education in a field of study related to construction, engineering, planning or administration.
2. Minimum of three (3) years administration and supervisory experience.
3. Five (5) years of experience with Public Works Management and Administration.
4. Knowledge of Indian Health Services and Bureau of Indian Affairs standards and other Federal Codes that regulate Tribal Infrastructure, and other applicable building codes.
5. Knowledgeable of computer hardware and software applications, the internet and various uses of electronic technology for information and data management.

6. Knowledge of how to use heavy machinery.
7. Ability to communicate clearly with a high degree of verbal and writing skills, ability to deal with a high level of interpersonal skills associated with the respective construction projects and funding agencies and staff.
8. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. 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.

**Review Committee Approved:** August 25, 2022

**Employee's Signature:** \_\_\_\_\_