



Kashia Band of Pomo Indians of the Stewarts Point Rancheria
Job Announcement

EXCLUSIVE TRIBAL CLOSING DATE: JANUARY 10, 2024

Job Title: Roads Supervisor
Location: Stewarts Point Rancheria
Hours/Classification: Full-time with benefits
Employee Type: Non-exempt
Department: Administration
Supervisor: Tribal Administrator
Salary: \$25.00 - \$34.00/Hr.
Closing Date: Open until filled

Position Summary: Under direct supervision of the Tribal Administrator, the Roads Supervisor will perform a variety of routine work within established policies and procedures and through detailed instructions on new projects and assignments. This position is responsible for performing diversified duties to trouble-shoot, repair, adjust, install, maintain, operate, test or otherwise service roads, equipment in support of facility, and production operations. Responsible for planning, organizing, and directing all activities and staff related to roads, and to maintain and keep roads safe.

JOB REQUIREMENTS AND QUALIFICATIONS

- General understanding of the practices of road and building maintenance, basic construction including street, sidewalk, sewer maintenance, watershed, construction programs, operations, and journey level maintenance.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Understanding of accounting, budget development, and administration.
- Communicating effectively in oral and written forms.
- Preparing clear and accurate reports, correspondence, and other written materials.
- Reading and interpreting maps, plans diagrams, and specifications.
- Preparing and interpreting a variety of documents, including contract specifications, and written reports and correspondence.
- Using initiative and independent judgment within tribal policy guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.

GENERAL DUTIES & RESPONSIBILITIES:

- Contributes to the efficiency and effectiveness of the unit's service by offering suggestions and directing or participating as an active member of a team.
- Evaluates, and determines the best applications of new technology and industry developments. Implements strategies that focus on maximum efficiency and continuous improvement of personnel, techniques, and equipment.
- Communicates division activities and performance to the Tribal Administrator.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; reach with hands and arms; and talk or hear. The employee occasionally is required to stand and walk. The employee must occasionally lift and/or move up to 40 pounds.

Work Environment:

Work is regularly performed both indoors in an office setting with a moderate noise level and outdoors where exposure to natural weather conditions and various dust and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening and/or weekend work may be required. Travel is required for training, meetings, conferences, presentations, and other events.

Indian Preference:

Qualified Native Americans will be given preference in hiring and all terms and conditions of employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, et seq.), Tribal law and policy, and other relevant laws. [OPTION TO INCLUDE: If no applications from qualified Indian applicants are received, the Tribe may elect to provide training and employment opportunities to Indians not fully qualified for the position but who have demonstrated a capacity to be trained within a reasonable period.]

Application Requirements:

Applicant must submit ALL the following:

- A current Kashia Housing Authority employment application
- Resume of applicable experience
- Three (3) professional references (people you have worked with or for in the past 3 years)
- Proof of enrollment in a federally recognized tribe if you wish to claim Native American Preference

In the event of equally qualified applicants, Native American preference applies.

***If you have any questions, please
contact: Mary Smith, Human
Resources Generalist
707.591.0580, Ext. 131
mary@stewartpoint.org***

