



Confederated Tribes of the Colville Reservation

Human Resources Office

P.O.Box 150

Nespelem, WA 99155

(800) 506-9434

(509) 634-2842

Fax (509) 634-2864 www.colvilletribes.com

POSITION: Forest Roads Manager

SALARY: \$64,584 annually

REPORTS TO: Transportation Program Director

LOCATION: Nespelem, Washington

BASIC FUNCTIONS: This is an EXEMPT position. The incumbent in this position is responsible for managing forest and other non-system roads on the Reservation, creating an appropriate road network for public use, resource management, and environmental protection; developing a program description and policies; conducting road system inventory; developing road design and maintenance standards; managing road use; planning road maintenance or construction projects; administering contracts; monitoring road conditions and performance. Coordinates program development and implementation with multiple Tribal leaders, Tribal departments and Federal agencies to address the multiple economic, social, environmental and cultural interests of the Colville Confederated Tribes. Develops road maintenance specifications and administers contracts to implement the multi-year roads-related watershed restoration project across the Reservation, create an appropriate road network, and reduce the maintenance backlog. Will carry out other program management duties including writing grants and program work plans, developing and monitoring program budgets, and supervising multiple transportation technicians to complete work.

MINIMUM QUALIFICATIONS

Education and Training:

- ☐ Master's Degree in Engineering, Transportation, or Natural Resources planning or management field and three years of progressively responsible experience in transportation planning and management **OR**
- ☐ Graduation from an accredited four-year college or university with a degree in civil or forest engineering, transportation planning or management, or a closely related field, AND five (5) years of progressively responsible experience in transportation planning and management.
- ☐ Must possess and maintain a valid State Driver's License and be eligible for the Tribes' vehicle insurance.
- ☐ Must be able to walk steep irregular terrain in all weather.
- ☐ Must have work history with no documented performance issues with any employer (verification of past performance will be accomplished by reference checks, which will occur prior to any candidate being selected for an interview).
- ☐ Must successfully demonstrate knowledge, skill and ability to perform the functions of the position during interview

Knowledge, Skills, and Abilities:

- ☐ *Professional knowledge of:* Transportation planning; road use policy & law; management principles and practices, including management of people; program budgets; environmental policies and law related to transportation systems; strategic planning, typical management and program development considerations; intergovernmental relations, jurisdiction and policy formation; facilitation, supervision and law enforcement skills.
- ☐ *Technical knowledge of:* forest and road management and engineering; road plans, design, specifications, and drawings; effective methods of obtaining data pertaining to transportation and related fields; use of geographic information systems (GIS); data management; technical and business writing; contract administration; familiarity with grant writing.
- ☐ *Working knowledge of:* road construction and maintenance operations; forest road location, design, and maintenance; surveying; fire, timber and range management; applicable tribal, state and federal laws; use of MS word processing, spreadsheet, database, GPS and GIS computer programs; safety practices necessary to wildland field work such as defensive driving, "woods" and logging site safety, wildfire suppression operations safety; Tribe's culture, tradition, and practices and how these Tribal values interact with the Tribe's Transportation Planning Program; other tribal infrastructure programs, such as education, economic development, health, housing, senior citizen, tourism, zoning, and land use, etc; current literature trends and developments in the areas of wildland management, transportation planning and related matters and issues.

- ☐ *Ability to:* perform complex policy level tasks with minimal help or supervision; set goals, plans, and establish procedures, and to anticipate and make changes, as needed, within clearly established programs/projects boundaries; develop and conduct training sessions; secure mutual agreements; explain program requirements and operating procedures; manage, develop plans, assign and supervise the work of subordinates, consultants, contractors, etc.; make independent decisions and use sound and professional judgment in performing assigned tasks; to problem-solves and exercise sound professional judgment; assume new responsibilities and self-train and seek instruction as needed to achieve task objectives; establish and maintain effective working relations with management, co-workers, Public Officials, and private sector; write clearly and concisely and prepare management plans; learn systems and detailed computer software functions quickly; be flexible and handle simultaneous projects, assignments and tasks relating to Transportation program; make frequent interpretations and decisions involving road management; understand and apply environmental regulations and related laws; self-train and seek instruction as needed to achieve task objectives.
- ☐ *Skills in:* leadership and project management; program development; effective communication with tribal staff, other agencies, and the general public (conveys information, instruction, and supervision clearly, concisely and at level of audience); writing and editing of Tribal code and technical documentation and reports; effective time and task management; negotiation and facilitation; motivating resource protection through work of others.

Note: Pursuant to CCT policies, this position is subject to post-accident and reasonable suspicion drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO MEET MINIMUM JOB QUALIFICATIONS WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: Applications and supporting documents **MUST** be received in the Human Resources Office by **4:00 p.m., March 21st, 2014** or be postmarked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
509-634-2842
grace.ferguson@colvilletribes.com

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