

JOB OPENING ANNOUNCEMENT

Job Title: Roads Supervisor

Report To: Public Works Manager

Department: Public Works

Job Vacancy: YAN-22-054

Status: Full-Time; Non-exempt

Starting Wage: DOE

Opening Date: 8/15/2022

Closing Date: 8/26/2022

POSITION DESCRIPTION:

The Roads Supervisor will insure all reservation roadways are clear of debris for employees and public safety and coordinate all road maintenance projects.

QUALIFICATIONS:

- Must have a High School Diploma or GED.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
- Must have a least five (5) years' experience using/driving road works equipment.
- Must have knowledge of methods and techniques for managing road projects inclusive of MS Office computer skills for management and reporting of duties.
- Must possess supervision skills inclusive minimum of one year supervisory experience, two years' experience preferred.

DUTIES AND RESPONSIBILITIES:

- Performs duties of roads maintenance such as sweep, shovel, cut weeds and grade debris from roadways and roadsides.
- Coordinate and supervise assigned duties with staff, assuring that completion is to the standard expected.
- Develop and implement new methods and techniques for education and training purposes.
- Develop a routine plan to insure that the roads maintenance activities are being accomplished in a regular and timely manner.
- Maintains a positive working relationship demonstrating great customer service skills with tribal employees, executive and administrative staff, and outside visitors and vendors.
- Performs other duties as assigned.

Physical Requirements

The employee must frequently lift and/or move up to fifty (50) pounds or more. Work is performed primarily outdoor setting, in all weather conditions, including temperature extreme, during the day. While performing the duties of this job, the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Specific vision

abilities required by this job include close, distant, color, and peripheral depth perception, and ability to adjust focus.

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

