

JOB OPENING ANNOUNCEMENT

Job Title: Assistant Manager

Report To: General Manager

Department: Sand & Rock

Job Vacancy: YAN-25-72

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: June 30, 2025

Closing Date: Until Filled

POSITION DESCRIPTION:

The Assistant Manager Apprentice for Yavapai-Apache Sand & Rock will work closely with the General Manager and Supervisors to learn all aspects of the aggregate and Redi-Mix operations and to assist in directing and administering all manufacturing, maintenance and quality control issues to meet market place demands.

QUALIFICATIONS:

- Must have at least five (5) years' experiences in all aspects of aggregate mining, crushing, screening, wash plant, asphalt, and concrete industry, knowledge of operating all different types of equipment, and knowledge of aggregate materials specifications and lab testing
- Must know or be willing to learn MSHA regulations and to be able to train miners and keep records
- Must be able to weld and fabricate
- Must have some knowledge of electrical repair
- Must be able to lead and train employees or be willing to learn to lead and train employees
- **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**

DUTIES AND RESPONSIBILITIES:

- Maintain production and quality levels of materials consistent with marketplace demands at the lowest cost possible
- Review and implement improvements in the manufacturing process to increase productivity, increase product uniformity and maintain quality control
- Develop, administer and effectively manage operating and capital improvement budgets
- Manage staff and programs in the best interests of the Nation
- Manage operational staff, train, mentor, motivate and record growth opportunities for Tribal Members and other employees, with the assistance of Human Resources

- Maintain a high profile in all aspects of community/company relations to assure that the facility is representing the Nation in a variety of local, county and state meetings
- Maintain a positive working relationship with other Tribal Entities, Tribal Employees and Tribal Members
- Conduct, attend and interact in meetings with the Yavapai-Apache Nation, the Board of Directors, Yavapai-Apache Nation personnel, other public agencies and the public as necessary
- Administer safety and environmental activities of the facility to assure compliance with all appropriate regulatory requirements
- Perform monthly inventories and prepare a monthly operations report that identifies production volumes, rates, and uptime

Physical Requirements

Employee must be able to work in all types of climates, both indoors and outdoors. Work may be performed in adverse weather and environmental conditions. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of a construction type setting, but is normally typical of an office environment. 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 tools or controls; and reach with hands and arms.

Physical demands include but are not limited to standing; crouching; climbing stairs and ladders; reading; twisting; repetitive motion and lifting fifty (50) pounds or more.

**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**