

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** General Manager

**Report To:** Yavapai-Apache Tribal Executive

**Department:** Sand & Rock

**Job Vacancy:** YAN-25-73

**Status:** Exempt; Full-Time

**Starting Wage:** DOE

**Opening Date:** June 30, 2025

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

The General Manager for Yavapai Apache Sand & Rock will be directly responsible for all aspects of the Aggregate and Redi-Mix Operations. Direct and administer all manufacturing, maintenance, and quality control issues to meet marketplace demands. Set and meet budget objectives that are consistent with sound business practices. General Manager reports to the Yavapai Apache Nation Council.

### **QUALIFICATIONS:**

The Yavapai Apache Nation reserves the right to waive any of the minimum qualifications that, in the opinion of the Tribal Chairperson, will serve as an adequate substitution for those minimum qualifications.

- Bachelor's degree from an accredited university preferred or a minimum of seven years' experience in aggregate and reclamation management.
- Experience in Redi-Mix operations and quality control.
- Extensive knowledge of material specifications and testing requirements. Ability to read, analyze and interpret complex data.
- Must demonstrate flexibility, efficient time management and the ability to prioritize workload and direct others.
- **Must have a valid driver's license and acceptable driving record.**
- Experience in MSHA training and maintaining an MSHA compliant workplace and keeping MSHA reports.

### **DUTIES AND RESPONSIBILITIES:**

- Maintenance of production and quality levels consistent with marketplace demands at the lowest cost possible

- Review and implement improvements in the manufacturing process to increase productivity, increase product uniformity and quality and reduce manufacturing costs.
- Assure that all requirements are met for a continuing, uninterrupted supply of necessary raw materials.
- Manage staff and programs in the best interests of the Yavapai Apache Nation.
- Maintain a high profile in all aspects of community/company relations to assure that the facility represents 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
- Conducts, attends and interacts in meetings with the Yavapai Apache Nation Council, Yavapai Apache Nation personnel, other public agencies and the public as necessary.
- Provides advice and reports to the Yavapai Apache Nation Tribal Council on the operation of Yavapai Apache Sand & Rock.
- Administer safety and environmental activities of the facility to assure compliance with all appropriate regulatory requirements.
- Perform monthly physical inventories and prepare a monthly operations report that identifies production volumes rates and run time.

### **Physical Requirements:**

The employee must occasionally lift and/or move up to ten pounds. 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 an office setting. Will require frequent visits to mining sites where noise and hazard danger potentials are high. 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.

**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](http://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**

