

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

**Job Requisition Form**

**Department:** Public Works

**Position to be Filled:** Director

**Required Qualifications/Essential Duties:**

- Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Public Works Operations Director. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in public works or related service delivery operations, including at least three years in a responsible management capacity, and/or a Bachelor's degree in civil engineering, construction, public administration, facility management or a related field
- Valid California Driver License- **Required;**
- Must be insurable by companies' carrier and maintain throughout employment- **Required;**
- Must be insurable by companies' carrier and maintain throughout employment- **Required;**
- Drive company vehicle or personal vehicle to conduct business on behalf of the Maintenance Department.
- Manage and coordinate the work teams;
- Plan and organize necessary activities, programs and objectives;
- Evaluate department goals;
- Follow and enforce Santa Rosa Rancheria Personnel Policies;
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures;
- Work with employees to correct deficiencies and implement discipline and termination procedures;
- Provide complex technical and administrative support to Tribal Council and Departments;
- Manage and participate in the development and administration of the Annual Public Works Department budget;
- Responsible for the overall direction, coordination and evaluation of Supervisors and office personnel;
- Responsible for the transportation department and ensure availability of vehicles for out of town travel, proper registration and insurance documents;
- Able to identify parts needed for repairs and material estimating;
- Ensure all vehicles are maintained and in a ready state of repair;

**Reports To:** Director

**Starting Rate of Pay:** \$44.00 (Exempt)

**Approximate Hours:** 40+ hrs per wk

**Updated:** June 23, 2022

**Deadline:** Open Until Filled

\_\_\_\_\_  
Department Director                                  Date

\_\_\_\_\_  
Human Resources Director      Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.