



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Public Works Director

Salary: \$64,480.00 - \$90,036.96 Annually Exempt

Opening: Wednesday, August 13, 2025

Closing: Tuesday, August 26, 2025

BASIC FUNCTION:

Under the direct supervision of the Vice President.

The incumbent of this position is responsible for planning and implementing a variety of professional planning duties in the development and implementation of community development plans, projects, programs, wastewater collection and treatment facility, garbage and recycling, and other public works projects and program services to the Quechan Indian Tribe.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our seniors, co-workers, and others by being courteous, conscientious, and kind-spirited.

DUTIES & RESPONSIBILITIES:

- Perform complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Public Works Department, including environmental, street, traffic, wastewater collection and treatment facility, garbage and recycling, and other public works projects and programs.
- Prepares and distributes requests for consultants, architects, and construction bids.
- Directly responsible for the Quechan Utility Company including the domestic water wells, water distribution systems, sewage system, septic disposal, solid waste collection, fire hydrants, water treatment systems, inventory control and the Billing and Collections.
- Prepares project construction estimates and schedules, monitors construction contracts, reviews progress payments and recommends payment.
- Serves as a project manager on a large-scale interdepartmental or multi-disciplinary project within the Quechan Indian Tribe.
- Plan, assign, coordinate and review the activities of project planners and ensure that plans and projects are professionally conceived, developed, and implemented.
- Supervise, schedule, assign, coordinate, and monitor the work of professional and the Public Works Department.

- Conducts and participates in special studies of land use, land economics, demographics, transportation systems and other factors relating to zoning and planning issues.
- Develops and recommends various land use controls, standards, and ordinances. Drafts environmental checklists for Tribal community facility projects.
- Develops and maintains a computerized database for use in various regional planning functions.
- Prepares and assists in the preparation of special studies, reports, and graphic materials related to planning issues within the Quechan Indian Tribe.
- Prepares reports of planning studies and ensures proper records are maintained.
- Identify opportunities for innovation and improvement; and direct the implementation of changes.
- Select, train, motivate, and evaluate Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures.
- Must have strong customer service skills and the ability to defuse tense situations while maintaining a professional demeanor.
- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal members, and all levels of staff and management.
- Must show the highest of professional standards and always promotes a positive image of the Quechan Indian Tribe and its administration.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures within the Public Works Department.
- Participates in special projects, as needed.
- Uses effective written and verbal skills to accomplish responsibilities.
- Develops and implements a strategic plan to maintain the capacity to deliver an efficient Public Works service to the Quechan Indian Tribe.
- Develops plans for short-, mid-, and long-term resources and scheduling requirements to meet objectives within the Public Works Department and Quechan Indian Tribe.
- Directs the establishment, implementation, and communication of goals, objectives, policies, and procedures in accordance with strategic plan and applicable laws, regulations, ordinances, and regulatory agencies.
- Achieves financial objectives by assisting in preparing the annual budget, inclusive of operational plans and objectives; recommends staffing and expenditures.
- Prepares and solicits construction contract bid announcements.
- Prepares and presents reports on the status, activities, and plans for current and future operations.
- Develops issue and discussion papers on public works situations for policy development purposes.
- Prepares comments and responses on proposed federal policies and procedures related to public works concerns affecting the Quechan Indian Tribe,
- Provides inspection and monitoring of contracted construction activity.
- Identifies and pursues additional funding that will enhance Reservation Road infrastructure.

- Prepares and submits all required reports to the Quechan Tribal Council and funding agencies.
- May assist operators in operating heavy equipment.
- Supervises the use and maintenance of all Department vehicles and equipment. Ensures all Department vehicles and equipment are in safe and legal operating condition.
- Trains employees and ensures compliance with the Personnel Policy Manual.
- Plans long-term planning and projects within the Public Works Department, including streets, roads, water, and wastewater treatment facilities.
- Oversees the employees who work for the Department of Public Works and review performance evaluations of Public Works employees.
- Oversees and schedules proper training for employees as needed.
- Manages, administers, and authorizes any contracts, purchases, and expenditures within the Public Works Department operating budget.
- Investigates all complaints arising from activities performed by the Public Works Department.
- Provides engineering design, assistance, and oversight in the planning and constructing of roads, water, and sewer infrastructure projects.
- Coordinates and directs financial planning, budgeting, and procurement activities of the Public Works Department.
- Interprets current policies and practices and plans and implements new operating procedures to improve efficiency and reduce costs.
- Plans, organizes, and directs activities concerned with constructing and maintaining structures, facilities, and systems.
- Investigates reports of damage at construction sites to ensure proper procedures are followed.
- Creates reports concerning such areas as work progress, costs, and scheduling.
- Studies job specifications to plan and approve the construction of a project.
- Contracts workers to perform construction work by specifications.
- Interprets and explains plans and contract terms to administrative staff, workers, and clients.
- Requisition supplies and materials to complete construction projects.
- Directs the preparation of the annual departmental budget and justifies budget requests before the Quechan Tribal Council.
- Other related job duties as assigned.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Most work is performed in an office setting; however, considerable fieldwork is also performed and possibly exposed to extreme weather conditions.
- Frequently communicates with department managers, project leaders, employees, and community members daily.
- Requires occasional travel using employee's own transportation.
- Requires the ability to concentrate and consistently produce accurate work under general supervision.

QUALIFICATIONS:

- High School Diploma or GED Equivalent.
- Must pass a pre-employment alcohol/drug screening.
- Must possess a current valid Driver License.
- Bachelor's degree in planning, Public Administration, Construction Management and/or a closely related field. Years of experience may substitute for college degree and or, Bachelor of Science Degree in engineering, chemistry, mathematics, or a closely related field and/or must have a minimum of three years specialized experience involving water utility systems, wastewater utility operations and related functions, including installing and repairing water and sewer mains, service and related fittings, and certification of training that demonstrates the ability to perform the duties of the position.
- Three years of experience in project planning, construction project management and grant writing.
- Knowledge of Fifth Unregulated Containment Monitoring Rule (UCMR) sampling timeframe for drinking.
- Knowledge of construction techniques, equipment, tools, and materials utilized within general construction, maintenance, and repair.
- Knowledge of the Safe Drinking Water Act and USEPA Public Water System Monitoring Requirements.
- Knowledge of reading plans, as-builts, Project Management, reviewing and presenting bid documents such Requests for Proposals and other general procurement activities.
- Knowledge of Occupational Hazards and Safety Practices and Material Safety and Data Sheets and must obtain an OSHA Competent Person Card within one year of hire.
- Knowledge of uniform building codes and related codes, rules, and regulations.
- Must meet/obtain necessary licensing requirements within one year of assignment based on certification levels through the Arizona Department of Environmental Quality and California Department of Public Health:
 - Grade II Water Distribution
 - Grade II Water Treatment
 - Grade II Wastewater Collections
 - Grade III Wastewater Treatment
- Knowledge of Excel, Word, Email, and accounting software is required.
- Experience in working with Government, a non-profit organization, or Tribal Government.
- Must be able to demonstrate respect for and awareness of Quechan Tribal Customs, Traditions and Social economic needs.
- Completion of FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- First Aid/CPR Certification required within (3) months of hire.
- Must possess and maintain a Valid Driver License and be insurable by the Quechan Indian Tribe.
- Must complete OSHA 40-hour Hazwoper Training within 3 months of hire.

- Must be able to demonstrate respect for and awareness of Quechan Tribal Customs, Traditions and Social economic needs.
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills and strong organizational and planning Skills.
- Excellent interpersonal skills.
- Ability to maintain confidentiality at all times.
- Ability to perform essential job duties and exhibit “follow through” on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Requires high level of self-motivation, needing little supervision.
- Must be able to maintain confidentiality of community member information.
- Must be able to lift 25 – 50 lbs. with or without assistance.
- Must be able to work independently.
- Must be able to work all shifts, weekends, evenings, and holidays **are required**.
- Must be dependable.
- Willing to travel and participate in training as recommended or required by the Vice President of the Quechan Indian Tribe or designee.
- Overtime and weekend work is required when mandatory assigned in accordance with the Quechan Indian Tribe Personnel Policy Manual Chapter Five Compensation.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

**Quechan Indian Tribe
Human Resource Department
1888 San Pasqual School Road
Winterhaven, CA 92283
Telephone: (928)977-2727, Ext. 453
Fax: (760) 572-2961**

**Mailing Address:
P. O. Box 1899
Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.