



MI'KMAQ NATION POSITION DESCRIPTION

TITLE: Transportation Realty & Assets Management Director

CLASSIFICATION: Salaried/Exempt

PAY RATE: \$23 -\$37/HR

IMMEDIATE SUPERVISOR: Tribal Administrator

NOTE: The following includes data on essential job functions, as well as physical, mental academic and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this position may change over time, according to the Mi'kmaq Nation (MN) Tribe's needs, however may not be reflected herein at this time.

SUMMARY OF POSITION: The Transportation Realty & Assets Management Director will be responsible for the planning, development, and general administration and management of the operations of the Transportation Realty & Assets Management program. The Transportation Realty & Assets Management Director will be responsible for the roads, land, facility and asset management program to include, but not limited to Tribal equipment and assets. The incumbent will serve as the MN Safety Committee Chairperson. The incumbent is responsible for ensuring the quality of services provided, ensuring the coordination of the day-to-day operations of the Transportation Realty & Assets Management Division, and recommends and implements changes that will improve the delivery of services.

EDUCATION (OR EQUIVALENT EXPERIENCE): Bachelor's Degree in Business Administration, Engineering and/or Architecture is preferred, however consideration will be given to experience in a related field.

LICENSES OR CERTIFICATIONS: Valid State of Maine driver's license.

EXPERIENCE: Must have experience in land-use planning, and/or real estate field, road development and maintenance. Demonstrated ability to plan, analyze, budget organize, control, report, and supervise effectively. Familiarity with zoning codes and land-trust processes.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Excellent organizational and communication skills. Real Estate principles and practices, blue print reading. Basic computer skills. Must demonstrate ability to coordinate, plan and carry out program goals to ensure efficient program options. Ability to work independently, and as part of a team.

WORKING CONDITIONS: the Transportation Realty & Assets Management Director will work in a regular office environment in addition to various tribal sites visitations as necessary. Attend local area, as well as out of area, meeting/trainings as necessary. Work outdoors in any/all seasons. Some climbing, and/or crawling in close spaces on construction sites, ensures Safety precautions are adhered to at all times on construction sites.

FUNCTIONS/TASKS:

1. Administers the programs, functions, services, and activities of the MN Transportation Realty & Assets Management Department.
2. Supervises the work of subordinate staff comprising the Transportation Realty & Assets Management Department. Is responsible for: evaluating the worker's performance through the completion and submission of 90-day Performance Evaluations, Annual Performance Evaluations; disciplinary procedures; leave authorization; verifying time-cards; processing sub-contractor's pay requests, etc., in accordance with established personnel, procurement, and compliance policies and standards.
3. Along with the members of the Transportation Realty & Assets Management team, and in conjunction with the Tribal Administrator, plans and implements the general goals and objectives of the Transportation Realty & Assets Management program that is aimed at improving the quality of services, increasing scope of services, and maximizing the generation of resources.
4. Plans and implements the Transportation Realty & Assets Management Departments annual operational budget.
5. Processes and maintains a voucher system.
6. Update the control schedule yearly
7. Maintains vendor files as necessary
8. Work with local contractors to ensure all work is done professionally and according to agreed-upon terms, conditions, and specifications as outlined in contract documents.
9. Seeks and secures Grant Funding where appropriate, submits progress-narrative reports, and in conjunction with Chief Financial Officer, provides necessary data for the completion, and timely submission of Financial Status Reports where applicable. Ensures MN and any other funding-agency reporting requirements, are met within established timelines.
10. Assure conformity and compliance with all appropriate state, federal and tribal regulations.
11. Develop appropriate partnerships within the Tribe, with other Tribes, and Non-Tribal Services components aimed at further enhancing program objectives.
12. Develops and implements Memorandum of Agreements where necessary.
13. Identify, evaluate, and determine present and future public transportation needs.
14. Assist in developing a comprehensive land use plan in coordination with departments relative to the land use.
15. Assist in the development of intermediate, and long-term, land acquisition plans.

16. Conducts regular inspections of program equipment for serviceability.
17. Responsible for a safe, secure, clean and organized work environment.
18. Ensure that all quarterly and annual narrative reports are submitted in an accurate and timely manner.
19. Perform general grounds maintenance for all tribally owned buildings and locations. Perform routine inspections of all tribal properties and boundaries to ensure no encroachments or damage due to misuse or theft of natural resources.
20. Attend in-service, and out-of-area, workshops and training sessions to increase competency in serving the Tribe. Depending on availability, accesses trainings available through other MN components.
21. IAW Tribal-Approved MN Safety Committee By-Laws, will serve as the MN Safety Committee Chairperson
22. Assists Tribal staff with the identification and procurement of suitable office equipment necessary to carry out job duties.
23. Serve as technical advisor to the Tribal Administration relative to Transportation Realty & Assets Management issues and needs.
24. Coordinate with appropriate staff and departments relative to the development of Ordinances and regulations or real property to be held in trust by the federal government on behalf of the tribe.
25. Prepare newly acquired properties to be placed in Trust.
26. Organize, store and serve as a custodial department of all legal and pertinent documents pertaining to lands, facilities and other capitalized assets, such as deeds, title insurance, vehicle insurance, registrations and other pertinent property documents.
27. Responsible for the ongoing maintaining of a current and accurate inventory control system for the Tribe.
28. Ensure there is adequate insurance coverage on all tribal assets.
29. Complete Port requirements at the end of each year.
30. Tracking Tribal transportation assets.
31. Vehicle maintenance and management of transportation vehicles.
32. Compile crash data reporting.
33. Responsible for plowing and mowing.

34. Report end of year narratives for all transportation programs.
35. Ensure all roads are safe, speed bumps, street signs, lighting, and debris removal.
36. Review and abide by the MN Personnel Policies.
37. Responsible for the ongoing Indian Reservation Roads inventory.
38. Perform roads and parking lot maintenance.
39. Update and maintain the Long-Range Transportation Plan.
40. Complete quarterly DMR deferred maintenance reports.
41. Reports to the Tribal Administrator of significant findings relative to his/her program, matters posing imminent threat or danger, or acts of wrongdoing, that come to his/her attention during the performance of official duties.
42. Maintain strict adherence to the Privacy Act of 1974, and signs Confidentiality Statement.
43. All other duties as assigned by supervisor.

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted on a semi-annual and annual basis, and are based on how one meets, exceeds, or fails at all those standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor. Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill. All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety of themselves or others.

The closing date for this position is **JUNE 1ST, 2023** Submit a completed application package, including a cover letter, resume, an application, and copies of certificates/licenses/degrees stated *in your application*. Go to www.micmac-nsn.gov to find the job description and job application, or call Cheryl Smart at 764-1972 to have an application mailed. This position is subject to FBI, DHHS, and State of Maine background checks.

Please send the completed Job Application to the following address or email:

Cheryl Smart
Attn: Human Resource Assistant
Mi'kmaq Nation
7 Northern Road, Presque Isle, ME 04769
csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider