



# Cow Creek Government Office

## Position Description

**Position Title: Roads/Transportation Manager**

**Department: BIA Roads/ODOT Transportation**

**Reports To: Government Operations Officer**

**FLSA Designation: non-exempt**

**Date Written/Revised: 01/02/2019**

**Pay Grade: 13**

### POSITION PURPOSE:

This position will be responsible to manage all aspects of BIA road construction projects and ODOT/Transit program.

### ESSENTIAL FUNCTIONS:

#### BIA Roads Duties

- Plan, direct, and coordinate all activities of the BIA road construction projects to ensure that goals or objectives of the projects are accomplished within prescribed funding and schedule parameters
- Prepare proposals and contracts for each project in conjunctions with BIA Roads, UIUC, and contractors
- On an annual basis, completed a project priority report and CSTIP for submission to BIA Roads Department that supports the Tribal Long Range Transportation Plan.
- Establish a work plan for each project which includes major milestones, the project schedule and budget
- Coordinate allocation of staff for each project
- Complete and submit all reporting that is required to comply with BIA Road Department for projects, maintenance and planning
- In coordination with field leadership, coordinates activities of the project to ensure project progresses on schedule and within prescribed budget.
- Reviews status reports prepared by project personnel and modifies schedules or plans as required.
- Coordinates project activities with government regulatory or other governmental agencies, permitting agencies, utility companies and land acquisition professionals as necessary to drive project schedule.
- Responsible for the coordination of the RFP process; create and develop the bid proposal.
- Complete estimating work, as necessary. Review bid requirements thoroughly and ask follow-up questions as necessary ensuring all necessary information is captured during bid process.

#### Transit/ODOT Duties & Responsibilities

- Prepare and Submit grants for 5310, STF, and STIFF when due
- Manage grants for 5310, STF, and STIFF
- Submit APR/Reimbursement requests on a quarterly basis in OPTIS
- Work with UCAN on numbers for the APR
- Exchange bus passes on a monthly basis
- Submit/Pay invoices for ODOT/5310/Bus passes
- Prepare for and host quarterly STAC Committee meetings for Southern Douglas County

- Attend regional Transit Meetings for our region on a quarterly basis
- Meet with Tribal Transit Committee to review and prioritize Tribal Transportation STIFF funded projects.

**QUALIFICATIONS:**

- Minimum of three years of prior related road construction experience
- Ability to handle multiple projects at one time
- Demonstrate excellent verbal & written communication skills
- Proficient in computer software