



# Eastern Band of Cherokee Indians

## MANAGER - CDOT PROGRAM

### *Position Description*

<b>Program:</b>	CDOT	<b>Reports to:</b>	Director - Infrastructure & Public Facilities
<b>Division:</b>	Operations	<b>Position Number:</b>	973114001
<b>Classification:</b>	Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	16	<b>Safety Sensitive:</b>	Yes
<b>PERFORMANCE EXPECTATIONS</b>			

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### **POSITION PURPOSE**

The Manager – CDOT is responsible for planning, constructing, and maintaining all Tribal roads and bridges on the Qualla Boundary. Specifically, the Manager makes decisions regarding construction projects based upon technical, financial, programmatic concerns, and the overall feasibility of the project. The Manager also acts on behalf of EBCCI to evaluate, plan, design and construct roads, and administer maintenance projects in accordance with the Transportation Improvement Plan and at the direction of the Secretary of Operations Division and Roads Commission. The Program Manager oversees a multitude of maintenance projects along with numerous contract services and various other special projects that may include paving, grading, drainage, snow removal and roadway emergency operations. At any given time, the office may be in direct management of as many as 30-40 construction projects/budgets. Projects vary in size and complexity from small repairs or overlays valued at less than \$10,000.00 to major road re-constructions valued in excess of \$8,000,000.00. This position is also responsible for the Title I Contract for the Bureau of Indian Affairs Roads Program, the Reference Funding Agreement with the Federal Highway Administration (FHWA) - Tribal Transportation Program, and the implementation of the Tribal Transportation Safety Program. The Manager also appears before the Tribal Roads Commission monthly to provide status updates and answer questions from the Council on Projects. The Manager may also be called upon to create and perform presentations to various groups such as Council, BIA, or Fed Hwy as needed.

### **ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES**

- Manages and oversees the activities of at least six staff members in the CDOT office including administrative, bookkeeping, planning, field superintendent roles and crew lineout at times.
- Establishes contracts for professional services, monitors progress of consultants, maintains schedule and insures timely completion and quality of design work.
- Manages and oversees the Program and Project budgets.
- Planning and oversight of roads construction crew, including scheduling, budgeting and materials acquisition.
- Maintains and updates roads master plan, the Transportation Improvement Plan (TIP) in accordance with FHWA and BIA requirements.
- Maintains and updates the Tribe's Transportation Safety Plan in accordance with FHWA requirements.
- Solicits professional services and coordinates appropriate staff to form a review committee to evaluate most qualified firms.
- Coordinates project planning and implementation with Tribal Employment Rights Office (TERO).
- Drafts and processes contracts for construction on behalf of EBCCI CDOT .

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- Oversees competitive and/or negotiated bidding process, bid award, and notice to proceed for construction projects under the program's management.
- Works directly with contractors to prepare schedules for construction and tracks progress to insure compliance with scheduling. Enforces contract provisions to insure timely completion of CDOT projects.
- Ensures contractor and sub-contractors are fully compliant with the TERO ordinance and reporting required by the contract.
- Reviews and authorizes progress payments for construction.
- Evaluates contract documents and authorizes changes to the contract as needed to benefit the EBCI or to compensate the contractor for changes in conditions or scope.
- Monitors construction budget closely to prevent cost overruns and addresses potential financial and scheduling problems at the earliest possible time.
- Drafts periodic reports on construction progress, including financial analysis of the project, as may be required by Tribal administration or the financial entity providing funds for the project.
- Presents oral reports to EBCI staff, Tribal council, committees, Fed Hwy, BIA, or administration.
- Drafts final report and budget summary for all projects at close-out.
- Manages ERFO Process when approved disasters occur.
- Oversees transportation crisis management activities including snow removal during winter months, land slide repairs from flooding and other maintenance or repair that may be needed.
- The Manager also handles: paving and repairs to community facilities as directed by the Secretary of Operations  
Division Manager is responsible for research of funding alternatives for transportation projects.

### Scope of Supervision:

This position is responsible for oversight of all supervisory leadership in CDOT.. Works under general supervision of the Director – Infrastructure & Public Facilities. Receives programmatic direction, has a great deal of latitude to implement directives as best fits the program. Works independently without supervision on a typical day.

### MINIMUM MANDATORY QUALIFICATIONS

- Experience:** Five (5) years of related experience required. Experience in the fields of Project or Construction Management with a strong background in contract management, budgeting, scheduling, and project management.
- Education:** Bachelor's Degree in related field required.
- Licenses & Certifications:** Valid, insurable NC Driver's License required.

### KNOWLEDGE, SKILLS, & ABILITIES

#### Key Job Knowledge:

- Have ability to use and work in certain planning, resource allocation and budgeting software including, Microsoft Project, Excel, and other common Microsoft Office Products.
- Have excellent communication skills to deal effectively with the general public, community members, Tribal Council, architects, engineers, contractors, and other development professionals.
- Have managerial capacity to pursue a wide variety of areas related to project development and management, i.e., projected cost estimates, timelines, overseeing day to day development of projects, and provide joint venture proposal analysis.
- Have good knowledge of construction contracting/procurement methods and regulations.
- Have the ability to draft from conceptual discussions reports and feasibility analysis for transportation related projects.
- Have the ability to read and interpret blueprints and maps.
- Have an excellent working knowledge of construction practices, material standards, pertinent Federal contract provisions, and land-use planning practices.
- Have a thorough knowledge of business and project management principles, techniques and organizational concepts and strategies.

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- Be familiar with various program standards (e.g., North Carolina Department of Transportation construction standards and Federal Procurement regulations).
- Must be able to work independently and contribute as a member of a team for committee and management duties.
- Nine (9) to twelve (12) months is required to become proficient in most phases of the job.

### **Safety/Accuracy Focus:**

This position has been designated as safety-sensitive based upon position tasks, and required knowledge, skills, and abilities. Public roads construction provides better transportation corridors and safer driving conditions. The safety of the general public and private citizens is a prime concern of this position in addition to the fiscal responsibility for large capital investments on behalf of the EBCI. Inadequate contract management or inattention to schedules and budgets can be devastating to the project budget or schedule. Accuracy in reporting, efficiency in scheduling, and knowledge or understanding contracting practices, and procurement are paramount to the successful operation of the CDOT program. The highest level of diligence and accuracy is required when managing construction of large projects. The incumbent must be thorough in evaluating and analyzing information, authorizing changes to contracts, and recording all findings. Contract documents and records are court admissible documents and must present a thorough and accurate picture of a project without bias to the owner or contractor.

### **Key Relationships:**

Daily contacts with program staff for assigning duties. Regular contact with contractors for coordination of construction activities, changes in contracts, changes in site conditions, modifications to scheduling, and discussion of progress payment requests. Routine contact by telephone, email, and staff meetings with supervisor for status reports and planning. Monthly meetings with Roads Commission for project status reports. Intermittent contact with business owners, homeowners, suppliers, general public, Tribal Council, TERO office, North Carolina State Officials, Fed Hwy, as well as other Tribal entities. Outside contacts include professionals such as architects, engineers, construction contractors, surveyors, and consultants. Contacts also include private business owners, members of the general public, and representatives of various governmental agencies/groups such as other Tribes, the EBCI, county, State, and Federal government representatives. Duties also include discussions, exchange of information, and responding to inquiries. Must use tact, courtesy, and professional etiquette to maintain positive working relationships while promoting a positive image for the Tribe. Must possess a wide range of interpersonal skills including listening and knowledge of protocol and sensitivity to circumstances and individuals. The person must possess skills suitable for communications ranging from State and Federal department head level to the informal discussion with elder Native American residents of the Qualia Boundary.

### **Resourcefulness & Initiative:**

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

### **Discretion – Confidential Data:**

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Incumbent has access to a wide range of management documentation/discussions, budgets, financial Statements, business plans, appraisals and other documents that would be considered highly confidential. Improper disclosure of this data could be detrimental to the EBCI. Confidentiality is imperative in order to protect the Tribe's best interest. Incumbent must adhere to all Tribal confidentiality policies and procedures.

### **Complexity of Duties:**

This position includes completing tasks of varying complexity levels. Requires the ability to concurrently deal with multiple tasks and projects that are complex and varied. Projects often combine several budget and revenue sources as well as combining a variety of means for completion. Oftentimes, projects involve management of contracts for design and portions of construction, with other components being completed through committee or force account labor. Requires original, creative, and independent thinking as well as the ability to work in a team environment when necessary. Implements decision-making processes in accordance with Tribal and State ordinances, regulations, and laws as they apply. Must have the capacity to interpret both BIA and North Carolina DOT standards and apply either or both to situations as site conditions dictate. Problem solving, planning, scheduling and judgment are necessary skills of this position. Effective communication skills are essential.

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### PREFERRED QUALIFICATIONS

Five years of experience working with a Federally recognized Tribe, public agency, or private consultant under contract in a project management capacity preferred. Licensed Engineer or Project Manager Certification.

### WORK ENVIRONMENT

**Work Environment:** Works in a normal business office environment (60%) and outside (40%) in all types of weather conditions. While on a construction site there will be exposure to job hazards such as: heavy construction equipment; possible injury due to falling objects; trip hazards; burns from hot asphalt; steep slopes and high unprotected areas; and open trench excavations and unstable slopes.

**Mental/Visual/  
Physical Effort:** Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Intense mental concentration is required while planning, reviewing budgets and data, monitoring construction progress, resolving budget issues, and resolving problems. Incumbent may experience confrontational situations when dealing with non-performance issues of contractors. Position is subject to frequent interruption and incumbent must be able to deal with a variety of issues concurrently. Physical requirements of the job include walking on unimproved surfaces or steep slopes, sitting, reaching, bending, and good hand/eye foot coordination. Must have visual acuity and be able to speak and hear. Will be exposed to job sites under construction and must adhere to OSHA safety regulations.

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

**Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

**Disclaimer:** *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

# MANAGER - CDOT PROGRAM

## Position Description

### ACKNOWLEDGMENT

I have reviewed the content of the **Manager - CDOT Program** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

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*Employee (printed name)*

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*Employee (signature)*

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*Date*

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*Supervisor (printed name)*

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*Supervisor (signature)*

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*Date*