

## KAWERAK POSITION DESCRIPTION

DIVISION: Community Services  
JOB TITLE: Transportation Program Director  
POSITION STATUS: Regular, Full-time  
EXEMPT STATUS: Non-Exempt  
PAY SCALE GRADE: 19-20-21  
22-23-24-25 with PE  
REPORTS TO: Vice President

The Program Director is responsible for the planning, development including engineering, management, and implementation of the Tribal Transportation Program.

### BRIEF SUMMARY OF JOB RESPONSIBILITIES

1. Work with the engineering team to design plans and develop specifications and engineer's estimates for regional transportation infrastructure projects to meet appropriate guidelines and standards for submittal to the Federal Highway Administration (FHWA), Bureau of Indian Affairs (BIA), State of Alaska's Dept. of Transportation (DOTPF) and other appropriate agencies.
2. Ensure planning and engineering staff have prior experience in road/transportation project scoping, project development including cost engineering, scheduling, permitting and clearances and project construction management. The engineers have thorough knowledge of theories, principals, practices and techniques of highway engineering necessary to design and construct Alaska transportation infrastructure projects. Engineers shall have PE's and be licensed in the State of Alaska.
3. Review engineering team's plans for overseeing and directing all phases of multiple transportation project plans from project conception through implementation and close-out.
4. Work with the Construction Engineer/Manager to determine if current/future projects are to be administered by force account construction or through contracts for construction services, or a combination of both.
5. Work with the Construction Engineer/Manager to establish RFP and contracts for services and assure compliance of construction contracts.
6. Work with Construction Engineer/Manager to plan and acquire equipment and materials needed to construct program funded projects; create actual cost project budgets, assess equipment pool and staffing needs list for each project and maintenance management system for all acquired equipment
7. Assure that the Engineer has obtained all permits and respective authorization for construction of projects are acquired and completed.
8. Work with Planning staff to complete and implement Long Range Transportation Plans and develop and implement Regional Long Range Transportation Plan with partners/agencies, approve submittal documents for routes to be entered into the tribal inventory.
9. Provide supervision and direction to the Transportation staff, conduct staff evaluations on an annual basis and as necessary. Provides employment recommendations.
10. Ensure transportation infrastructure projects are annually programmed into the regional Transportation Improvement Program (TIP) plan and the approved BIA inventory.
11. Track DOTPF's STIP, submit infrastructure recommendations to the Needs List, nominate projects for the State's consideration.
12. Work in cooperation with other Kawerak Division's and appropriate entities to develop, coordinate and deliver transportation activities that meet the needs of the region.
13. Maintain a high level of communication with IRA/Traditional Councils, village entities, and government agencies that have programmed other projects in the region.
14. Work with appropriate partners (BIA, AKDOT, FHWA, Tribe, City, etc) in developing agreements for additional funding and leveraging resources on intermodal construction projects.
15. Apply for state and federal grants and conduct grant management.
16. Responsible for overall financial management of the Transportation Program including developing, monitoring and proposing amendments to the program budgets, and oversight and authorization of expenditures in accordance with the OMB Circular A-122, IRR regulations and/or appropriate grant agency guidelines.
17. Track bills, rules and proposed law changes and prepare state and federal issue white papers. Provide public comments and testimony as needed.
18. Prepares financial and narrative program progress reports for review by the President and the Kawerak Board of Directors and create presentation for program funding sources.

19. This position is expected to occasionally attend evening meetings or meetings out of town, including project inspections which require travel during evenings, weekends and holidays.
20. Other duties as assigned by the CSD Vice President.

### **QUALIFICATIONS**

1. Professional Engineer (PE) in and Bachelor of Science Degree in civil engineering or related field preferred. 4 years in construction project management or program management may substitute for the degree requirement on a year for year basis.
2. Four years experience in contract and grant management.
3. Four years supervisory experience.
4. Computer, keyboarding and office skills required. Knowledge of Microsoft Word, Excel, Windows and internet skills required.
5. Strong written and oral communication skills; must be able to conduct public meetings.
6. Ability to work effectively with people from a variety of backgrounds.
7. Prefer knowledge of the Bering Straits Region and its people.
8. Prefer knowledge of the Bureau of Indian Affairs and Department of Transportation's Tribal Transportation Program regulations (25 CFR 170).
9. Prefer knowledge of P.L. 93-638 ISDEAA and Title 25 Subpart K.
10. Must be willing to travel.
11. This position is subject to requirements regarding criminal and civil child protection history established by Kawerak as incorporated from the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10,900-10.990 A background check clearance required. Kawerak's requirements based on Alaska Barrier Crimes Act requirements apply and must be complied with at all times in order to remain in the position.

**Native Preference per Public Law 93-638**

**(Approved 10-13-17)**