



Main Office: 360.466.3163  
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# Swinomish Indian Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476  
\* 11404 Moorage Way \* La Conner, Washington 98257 \*

## **POSITION DESCRIPTION TRIBAL ENGINEER**

### **JOB SUMMARY**

This is highly responsible administrative, professional, and technical management position. The Tribal Engineer has two primary areas of responsibility – as Engineering and Technical Support to the Planning and Environment Departments and as Project Management Director for the design and construction of Public Projects and Facilities. Technical Support work includes working with other tribal staff to: evaluate projects that require tribal permits, review proposed tribal policies and coordinate review by other engineers and tribal consultants. Project Management includes management and oversight of the design and construction of tribal projects and facilities, coordination of tribal consultants including architects and engineers, and providing a critical “second set of eyes” to ensure high quality work and timely performance by those persons and entities that provide goods and services to the Tribe. The Tribe envisions hiring a Project Manager to assist the Tribal Engineer in the oversight and management of construction projects with the goal of managing as many projects “in-house” as is reasonably possible and contracting with outside Construction Management Companies to manage those projects that the Tribal Engineer and his staff are unable to manage - primarily because of the number of projects and time required to manage all of those projects, but on occasion because of the specialized nature of a particular project.

### **REPORTS TO:**

The Tribal Engineer reports directly to and is supervised by the General Manager of the Swinomish Tribe. Work is evaluated for quality and timeliness of completed projects, effectiveness of personnel and program management, and the ability to coordinate with tribal consultants and other governmental agencies. Performance is reviewed through conferences, reports and program results.

## **SUPERVISES**

The Tribal Engineer supervises all staff with the Tribe's Engineering Department. This will include a Project Manager who will work with and at the direction of the Tribal Engineer to manage and oversee the design and construction of a variety of Public Projects and Facilities. The Tribal Engineer will also supervise and manage outside consultants that provide Construction Management Services for major projects and facilities.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Works closely with the Tribal Building and Facilities Committee to review, prioritize, and approve budgets for design and construction of tribal projects and facilities.
- Work closely with the Tribal Buildings and Facilities Committee to establish review criteria, review submitted bids, rank and select successful bidders.
- Works closely with the Tribal Budget Committee to review project cost estimates and budgets for committee approval and recommendation to the Senate.
- Prepare Requests For Qualifications (RFQ's) and Requests For Proposals (RFP's) for the design and construction of public projects and facilities.
- Review Bid Packages, including project specifications and design drawings prepared by outside architects, engineers, and other tribal consultants, that are put out for bid.
- For smaller projects draft Bid Packages, including project specifications and design drawings, and present them to TBF for review and approval.
- Manage and oversee all contracts for the design and construction of tribal projects and facilities.
- Review technical reports and analysis and ensure that any and all technical expertise is available and being provided to support the successful completion of all tribal projects.
- Prepare studies, reports, and recommendations on all tribal projects and facilities for review by appropriate and staff, committees and Senate.
- Coordinate with other federal, tribal, state and local agencies and ensure that all necessary and applicable permits are obtained in a timely manner.
- Plan and direct the activities of all assigned personnel and enforce all personnel policies, department rules, applicable regulations, work methods and procedures.
- Ability to prepare, submit and manage grants for public projects and facilities

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of civil engineering theory, procedures, and practices as pertains to the design, construction, and maintenance of public projects and facilities.
- Ability to read, thoroughly understand and review architectural plans and engineering drawings.
- Thorough knowledge of personnel and programs management principles and practices, including optimum use of human and material resources.
- Thorough knowledge of tribal, state and local laws and procedures relating to public projects and government administration.
- Thorough knowledge of, and ability to operate, Project Management Software.
- Knowledge of the Project Management Stages of Development, including: Initiation, Planning, Development, Production, Execution, Monitoring, Controlling and Project Closeout
- Ability to formulate and implement a sound, progressive construction management program, sustain operations and maintain satisfactory progress on a variety of projects and activities without regular direction.
- Knowledge of budgeting and accounting principles and practices.
- Ability to organize and maintain accurate project records.
- Ability to use tact, discretion and courtesy in interdepartmental, community, and public contact.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain confidentiality of information, including personnel records, budgets and other related matters.
- Ability to plan, direct, and coordinate the work of subordinates.
- Ability to express ideas clearly and concisely, orally and in writing to groups and individuals.
- Ability to establish and maintain effective working relationships with superiors, subordinates, contractors, engineers, property owners, and the general public and the ability to secure compliance with construction plans, specifications, and standards in a tactful yet effective manner.
- Ability and willingness to work as a team member.

## **OTHER DUTIES AS ASSIGNED**

Because of the Tribe's commitment to community service and the well-being of its members, every employee of the Tribe is expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is performed primarily in an office setting. However, due to the nature of the organization and the “on-site” supervisory and inspection duties performed, considerable time is spent out-of-doors. Also, during occasional emergency situations, the incumbent may be exposed to extreme weather and working conditions. Walking, standing, bending, and a limited amount of crawling and climbing are required.

## **MINIMUM QUALIFICATIONS REQUIRED**

- Graduation from a four-year college or university with a degree in engineering.
- Five years’ experience as a planning, consulting, or assistant engineer with a city, county or regional private business or firm which does considerable work for local government agencies.
- Two years of management, supervisory, and budgeting experience.
- Washington State Registered Professional Engineer (PE) preferred

## **EMPLOYMENT CONDITIONS**

The Swinomish Indian Tribal Community’s Personnel Policies and Procedures apply to all tribal employees. This is a full time stand hour position but will require a flexible work schedule consistent with the work schedules of various tribal projects. Native American hiring preferences apply. *All offers of employment are contingent on the successful completion of a drug and alcohol screening and background investigation.*

## APPLICATION INSTRUCTIONS

- Request a Swinomish Indian Tribal Community application by calling **(360) 466-1216** or e-mail to [aiedwards@swinomish.nsn.us](mailto:aiedwards@swinomish.nsn.us). The application must be complete, legible, and accurate or it will **not** be accepted for evaluation.
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Include the completed Swinomish Indian Tribal Community application form; **Do not write “see resume” on the application.**
- Return cover letter, resume, and application, to Alethia Edwards, Personnel Director.

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Personnel Office  
11404 Moorage Way  
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