



# *Sokaogon Chippewa Community*

**3051 Sand Lake Road, Crandon, WI 54520**

**Phone: (715) 478-7500 \* Fax: (715) 478-5275**



**Position:** Roads Department Director  
**Hours:** 40 hours per week – Evenings and weekends as needed

## **Duties/Responsibilities:**

- Foster relationships with other tribes, townships, counties, and states on transportation/roads maintenance issues.
- Seek additional funding opportunities.
- Manage and complete work objectives for existing grant/ contracts.
- Complete reports and budgets in a timely manner.
- Plow snow from roads and driveways.
- Update Roads Department inventory.
- Coordinate work with contractors, staff and Tribal Council.
- Maintain tribal gravel/earth roads.
- Maintain all Roads Department heavy equipment.
- Operate all Roads Department equipment.
- Consult with hydrologist regarding water flow issues.
- Complete other duties as assigned.

## **Qualifications:**

- High School, or HSED diploma or GED.
- CDL required.
- Have heavy equipment operation and maintenance knowledge
- Understand the difference between Fee Lands and Trust Lands
- Ability to clearly express information through verbal and written communication. Knowledge of computer programs: Excel, Word, Outlook etc.
- Ability to establish and maintain productive working relationships with staff both in and outside the department.

Submit completed applications/resumes to:

Sokaogon Chippewa Community

Donna Vodar, HR Director

3051 Sand Lake Road

Crandon WI 54520

Email: [donna.vodar@scc-nsn.gov](mailto:donna.vodar@scc-nsn.gov)

Posting Date: July 21, 2021

Closing Date: August 4, 2021

**Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-e-we-meing-gun-a-sepii**