



**Mashpee Wampanoag Tribe**  
483 Great Neck Rd. South, Mashpee, MA 02649  
Phone (508) 477-0208

**Job Title:** Public Works Director

**Department:** Public Works Department

**Reports To:** Tribal Administrator

**Status:** Full-time (Exempt)

**Hours:** 35 hours per week

**Salary:** \$70,980 - \$90,000 Annually

**Closing Date:** Open until filled

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**Summary:** The Mashpee Wampanoag Tribe is seeking a professional Public Works Director. The Public Works (PW) Director manages development and maintenance of the Tribe's infrastructure assets and related services. The Director performs high level managerial, administrative and engineering review. The Director is responsible for the Tribe's Transportation program, as well. The PW Director is responsible for all personnel within the Department.

**Essential Duties and Responsibilities:**

- Plans, manages, administers and directs all aspects of the Public Works department and its employees.
- Prepares bid specifications for public works projects, equipment, materials and supplies.
- Formulates, develops and recommends departmental policies, plans, programs, projects and procedures including long and short term goals.
- Enforces department policies and regulations; coordinates work with Public Works Supervisor
- Recommends the preparation of comprehensive plans, studies and programs to provide for the cost effective management and maintenance of the Tribe's physical infrastructure; implements approved plans, projects, programs specifications and standards.
- Oversees, manages or provides for the management of public works construction projects.
- Plans and organizes department work to achieve department goals and to deliver quality public works services.
- Represents department with local, state, and federal agencies.

- Submits monthly, quarterly and annual reporting on tribal operations and grant spending.
- Responsible to formulate Annual Operating budgets for presentation to Tribal Council.
- Identifies, obtains and manages federal, state, local, grants and/or other streams of funding.
- Manages the MWT Transit program, staffing, reporting and vehicle procurement and maintenance.
- Confers with other supervisors to coordinate construction activities of individual departments.
- Serves as a voting member and MWT Tribal Council liaison on the Cape Cod Commission Metropolitan Planning Organization.
- Manages burials and interments at the Old Indian Cemetery and facilitates use of the Old Indian Meetinghouse.
- Oversees management of the Wastewater Treatment Facility and works with the contracted operator to provide the necessary reporting to the Environmental Protection Agency.

**Key Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Demonstrates knowledge of the methods, materials and equipment used in maintenance and construction of roads, drainage systems, road repair, construction operations, and vehicle and equipment maintenance and repair.
- Thorough knowledge of local, state, and federal regulations related to public works construction, operations, and regulatory reviews.
- Ability to review and interpret plans. Specifications, grade stakes and permit applications.
- Ability to prepare time and cost projections for projects and complete them in a timely manner
- Ability to plan, direct and evaluate the work of subordinates
- Ability to plan, organize and direct department projects
- Ability to successfully identify, obtain and manage grant funding,

**Education and Experience:**

Bachelor's Degree in Civil Engineering, or related field preferred. Associates degree in Civil Engineering or Construction Management acceptable with at least three (3) years management or supervisory experience or equivalent combination of experience and education.

**Supervisory Responsibilities:**

Directly supervises 4 or more employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**Computer Skills:**

To perform this job successfully, an individual must be proficient in the use of Microsoft Office: Word, Excel, PowerPoint, Access, Outlook, Database software and Geographical

information systems.

**Additional Requirements:**

Must possess a valid driver's license.

Must submit to and pass a comprehensive background check and drug-screening.

May be required to work evenings, weekends and in emergency situations as the work demands.

**Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)**

Apply to:

**Joanne Peters, Human Resources Director**  
**Mashpee Wampanoag Tribe**  
**483 Great Neck Rd. So.**  
**Mashpee, MA 02649**  
**508-477-0208**  
**[Joanne.peters@mwtribe-nsn.gov](mailto:Joanne.peters@mwtribe-nsn.gov)**

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