

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406-675-2700
PERSONNEL OFFICE FAX: 406/226-2562
WEBSITE ADDRESS: cskt.org/personnel
E-mail: sherry.dupuis@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Highway Coordinator

LOCATION: Roads Program - DEWR KH Office - Ronan, MT
Division of Engineering & Water Resources/Natural Resources Department

SALARY: \$27.34 to \$31.43 per hour; including Benefits: Health Insurance, Life Insurance, Retirement, Long-term Disability, and PTO & Paid Holidays

CLOSING DATE: Monday, December 15, 2025 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

The Highway Coordinator is a professional, full-time position responsible for coordinating and managing Tribal involvement, facilitating the planning, development, operations, maintenance and construction in highway projects as identified in the Memorandum of Understanding between the Tribes and the Montana Department of Transportation (MDOT). This includes Project Specific Agreements (PSA) that have been negotiated between the Tribes and MDOT. The Highway Coordinator will provide assistance to the Confederated Salish and Kootenai Tribes' Natural Resources Department's Division of Engineering and Water Resources - Roads Program in the role of Tribal Corridor Construction Administrator.

DUTIES INCLUDE:

- Coordinate the implementation of the Project Specific Agreements between the Tribes and MDOT with Tribal Council and other Tribal Programs.
- Provide professional oversight and monitoring of design, survey, preconstruction, and construction activities.
- Participate in all project development and weekly construction meetings and maintain internal project documentation.
- Monitor contractor construction activities to ensure compliance with plans, specifications, permits and contract requirements.
- Provide technical assistance to other Tribal Programs and MDT to facilitate implementation of the full range of MDT operations.

- Promote consistent guidance, direction, and compliance with final design and construction plans, environmental documents, and other agreements.
- Supervise personnel in support of construction and preconstruction oversight.
- Assist in pursuing future funding opportunities for highway projects.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Incumbent must have a Bachelor of Science degree in Civil Engineering, Construction Engineering or closely related field and five (5) years of professional experience, most of which must be in the maintenance, management, planning, design, and construction of highways; required to have an administrative and project management experience in the construction of highways and appurtenant facilities.
- Professional knowledge of theories, principles, practices and techniques of engineering to plan, design and construct highways and bridge; in addition to program budgeting, planning and management.
- Possession of a valid driver's license with the ability to obtain a Montana Driver's License within six (6) months.
- Must have liability or full coverage insurance on personal vehicle (if used to travel off-site in performance of duties).
- Required to obtain and maintain additional certification as necessary for various Roads or other Program projects.
- Must wear Tribal Government identification and safety apparel when conducting field activities.
- Required to successfully complete a certified defensive driving course approved by the department upon hire and every three (3) years thereafter.

FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant academic transcripts and/or certificates.
3. Copy of valid driver's license.
4. If applicable, please submit proof of Enrollment in a Federally recognized Tribe, if other than CSKT.
5. If claiming Veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, at 406/675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact Scott Johnston - Roads Program Manager at 406/675-2700 Ext. 6202.