



(Chaparral)

## **CHIEF EXECUTIVE OFFICER JOB DESCRIPTION**

(SRPMIC Council approved June 1, 2022)

### **MISSION & VALUES:**

Our Mission – Creating opportunities and solutions with quality products and exceptional people

Our Values – Profitability the right way... Integrity, Accountability, Excellence

### **PRIMARY JOB FUNCTION:**

Upon appointment by the Salt River Pima-Maricopa Indian Community (SRPMIC) Council, and under the oversight of the Board of Directors, provide strategic leadership to the Phoenix Cement Company (PCC) and Salt River Sand and Rock Company (SRSR) DBA Salt River Materials Group (SRMG). The CEO of SRMG is ultimately responsible for the personnel, operational, logistical and financial decisions of the companies. The CEO will ensure safety, quality of product, regulatory compliance, reduce costs and increase profit of the companies, by leading the SRMG management staff and its divisions of cement, pozzolan and aggregates. The CEO will establish long-range goals, strategies, plans and policies for SRMG, and implement the organizational processes and practices that promote SRMG's direction and strategy. The position reports to the Board of Directors and the SRPMIC Council.

### **ESSENTIAL REQUIREMENTS:**

- Wears all required safety equipment including but not limited to steel toe boots, hardhats, safety glasses, safety harness, ear plugs, dust masks and gloves
- Able to stand or sit at computer workstations for extended periods of time
- Travel as needed to work in the locations of SRMG facilities and other locations as required for business
- Maintain a valid driver license and acceptable driving record
- Pass background checks performed by various utility sites for access to those properties

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Bachelor's Degree in Operations Management, Business, Civil Engineering, or other related discipline, Master's/Graduate degree preferred; or equivalency of experience

- Extensive experience, preferably a minimum of ten years, providing leadership and management direction related to strategic planning, operations improvement, operational management, organizational dynamics, and cement industry development and management
- Preferred experience with concrete mix designs, fly ash, cement, aggregates, admixtures, concrete and masonry products and market forces and implementation strategies to enhance SRMG's competitive position
- Knowledge of the history, culture, laws, rules, customs and traditions of the SRPMIC
- Knowledge in cement, aggregate mining and coal combustion products
- Demonstrated success with building and guiding an executive management team to develop and monitor organizational goals and objectives
- Demonstrated managerial and financial skills and the ability to take leadership over any business operations area
- Understands regulations and compliance requirements and maintains effective training in these areas
- Advanced communication skills, particularly the ability to communicate as a leader
- Ability to work and communicate effectively with various levels of personnel to solve problems and correct deficiencies in products/services on demand through understanding of management and financial practices in all areas and phases of business operations
- Stays current with market (internal and external) challenges, opportunities and trends that may affect the company and ensure that appropriate strategies are implemented
- Professional experience in leadership roles
- Substantial knowledge in troubleshooting and personnel management
- Ability to read, analyze, and interpret complex documents
- Ability to respond effectively to sensitive inquiries or complaints
- Computer literate with working knowledge of Microsoft Word, Excel spreadsheets, and PowerPoint applications

#### **DUTIES AND RESPONSIBILITIES:**

- Serves as principal leader of SRMG overseeing the ongoing operations of all divisions in the company
- Serves as a member on the PCC and SRSR Board of Directors
- Proposes and works with the Board of Directors and executive management team to establish short-term objectives and long-range goals, and related plans and policies
- Under the oversight of the Board of Directors, the CEO is responsible for developing, articulating, and implementing the vision for SRMG as

a Community enterprise

- Ensures that all Board decisions and actions are properly interpreted and administered by the company's executive management team and staff
- Leads a team of executives to consider major decisions including operations, acquisitions, mergers, joint ventures, or large-scale expansion
- Promotes communication and cooperation among divisions to create a spirit of unity in the organization
- Builds and maintains active interaction and dialogue with key customers, stakeholders and assess strategic business issues, implications of such issues, potential solutions, and service needs
- Ensures the soundness of the SRMG's financial structure and reviews capital requirement projections and working capital needs ensuring adequate and sound funding for the mission and goals of the company
- Creates and maintains compliance with all budgetary and fiscal goals
- Reviews the financial results of all operations, comparing them with the company's objectives and taking appropriate measures to correct unsatisfactory performance and results
- Presents regular reports on the status of the company's operations to the Board of Directors and to SRMG staff and the SRPMIC Council
- Ensures that all strategic decisions made by the company leadership are aligned with customer/stakeholder needs and provides value to them
- Negotiates with other companies regarding actions such as mergers, acquisitions, joint ventures or business opportunities
- Ensures SRMG's compliance with all applicable laws, rules, regulations, and standards
- Responsible for recommending a sufficient number of qualified and competent persons to provide service
- Oversees employment decisions at the executive level of the company
- Responsible for the development and implementation of policies and procedures that guide and support the provision of services
- Performs any other duties assigned or incidental to this job classification to benefit the mission of the organization