

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05220430
POSITION NO: 224833
POSITION TITLE: _____

DATE POSTED: 01/08/21
CLOSING DATE: 01/29/21

DEPARTMENT NAME / WORKSITE: DNR / Water Resources Department / TeecNosPos, AZ

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BJ62A</u>	
WORK HOURS: <u>8:00 am-5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>37,709.28</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>18.06</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____	

DUTIES AND RESPONSIBILITIES:

Oversees and directly supervises the personnel in the construction, repair and maintenance of community and livestock water facilities; provide direction, guidance and instruction; schedules and assigns duties; supervises and assists with the operation and use of pneumatic tools, welding and other equipment; maintains records, materials, supplies, equipment and facilities; instructs subordinates with work quality and projections; prepares project status reports; keep and update cost reports, daily work reports and submit to central office on scheduled basis; ensures that assigned tribal vehicle and equipment's are in good working condition; interpret and understand technical and engineering drawings of water systems and their infrastructures; attend meetings i.e.. chapter, state, federal, other entities and other departments to represent program. Must adhere to Drug and Alcohol Free Workplace policy of Navajo Nation.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma /GED; and two (2) years of supervisory or lead experience in the construction, maintenance and repair of community and livestock water facilities; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of: Applicable federal, state, and local standards and regulations related to construction, practices, procedures and methods of construction, maintenance and repair; tools, equipment and materials used in construction, maintenance and repair activities; project management and scheduling techniques; occupational hazards and safety procedures; principles and practices of employee supervision, training and evaluation. **Skilled in:** Preparing scope of work, construction plans and specifications; scheduling and directing construction and maintenance tasks; implementing and monitoring budgets; inspecting and evaluating construction, maintenance and repair activities; supervising, training, evaluating employees and scheduling work assignments and activities; establishing and maintaining effective work relationship and communicating effectively.

Physical Requirement and Work Environment: There is considerable need to stand, stoop, climb, walk, carry and perform other similar actions during the course of the work day. Must be capable of lifting/carry materials, equipment, supplies in excess of 100 pounds; climbing to heights of 40 feet or more; working in confined spaces; working in all types of weather conditions.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.