

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD09223905 DATE POSTED: 06/03/22
POSITION NO: 243814 CLOSING DATE: 06/23/2022 by 5pm
POSITION TITLE: Construction Supervisor
DEPARTMENT NAME / WORKSITE: DCD-Community Housing & Infrastructure Department - Window Rock, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ62A
WORK HOURS: 8:00am-5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 38,836.80 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 18.60 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Plan, manage, direct, control and evaluate housing construction, maintenance and renovation projects. Develop scope of work and material estimates. Monitor and evaluate project management activities and production goals. Conduct assessments, develop construction schedules, material estimates, and purchase materials according to material listing. Supervises construction crew, train staff, develop work schedules and evaluate staff's performance. Engages in project management meetings with stakeholders, agencies, and public. Able to provide construction reports, project management reports, and program reports required verbally and in written format. Enforces policies and procedures for health and safety. Assist with planning, implementing, and conducting in-service and related training; provides technical assistance, guidance and direction to staff; participates in work assignments as needed; addresses and resolves services complaints and issues; attends chapter and community meetings to provide technical assistance and information.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

- Posses a valid state driver's license.
- A favorable background investigation is required. (If selected for the position, background check must be completed prior to employment at the applicant's expense).

(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 modern office management operations including Health & Safety program guidelines; and appropriate cost effective measures for energy efficiency; OSHA 10 certificate. Knowledge of the Navajo Personnel Policies Manual, Navajo Budget Instructions Manual. Understands the Navajo Motor Vehicle Handbook, Travel Policy & Procedures, and Navajo Procurement Policies including Appropriations Act. Knowledge of applicable federal, state, and local standards and regulations related to construction. Knowledge of tools, equipment and materials used in construction, maintenance and repair activities. Knowledge of project and construction management and scheduling techniques. Knowledge in preparing scope of work, and construction plans and specs. Know of computer peripherals; computer hardware and software; reading and interpreting drawings, blueprints. Skill in inspecting and evaluating construction, maintenance and repair activities. Speak fluent Navajo.

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