THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR05213922** DATE POSTED: 06/08/17
POSITION NO: 152895 CLOSING DATE: 06/21/17
POSITION TITLE: **Construction Supervisor**
DEPARTMENT NAME / WORKSITE: Water Resources / Technical, Construction & Operations Branch / Fort Defiance, AZ
WORK DAYS: M - F
WORK HOURS: 8:00 am - 5:00 pm
REGULAR FULL TIME: ☑ GRADE/STEP: AB62A
PART TIME: ☐ NO. OF HRS./WK.: $ 34,028.80 PER ANNUM
SEASONAL: ☐ $ 16.36 PER HOUR
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:
Oversees and directly supervises the personnel in the construction, repair and maintenance of community and livestock water facilities; provides direction, guidance and instruction; schedules and assigns duties; conducts field inspections of construction activities; supervises and assists with the operation and use of pneumatic tools, welding, and other equipment used in construction activities; maintains records, materials, supplies, equipment, diesel fuel and facilities for accountability; ensures work quality and compliance with all construction related applicable policies, procedures, laws, rules, regulations and permitting requirement; prepares project cost estimates, project cost reports and progress reports; ensure updates for daily work reports, and submit to central office on schedules basis; ensures that assigned tribal vehicle and equipment are in good working condition understand and interprets technical and engineering drawings of water systems and water related infrastructure; makes program related presentations and represents TCOB/DWR in meetings with department, chapters, private, state and federal agencies; must adhere to Drug and Alcohol Free Work place policy of Navajo Nation. Knowledgeable with State and Federal requirements for transpiration of equipment (including wide/oversize load) and Commercial Drivers License, permits.

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 of livestock water infrastructures; 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 relationships and communicating effectively.
Physical Requirements and work environment: There is considerable need to stand, stoop, climb, walk, carry and perform other similar actions during the course of the workday. Must be capable of lifting/carrying 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.