

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD0208890
POSITION NO: 152673
POSITION TITLE: _____

DATE POSTED: 06/30/14
CLOSING DATE: 07/14/14

Project Manager

DEPARTMENT NAME / WORKSITE: DCD/Design and Engineering Services, Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y64A</u>	
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>39,228.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>18.86</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Under direction, performs project management work of considerable difficulty in managing and providing professional project management services from inception and design to completion; manages, plans, coordinates, and directs building or facility infrastructure and capital improvement projects, i.e. chapter houses, senior citizen centers, head start facilities, Navajo Nation departments/programs, for the Division of Community Development requiring initiative, independent judgment, and decision making; serves as a lead coordinator on assigned projects, performs related work as assigned.

Manages, coordinates, and directs building or facility, infrastructure and capital improvement projects, including project coordination with other departments, chapters, businesses and/or stakeholders, works with Navajo Nation administrators to achieve project objectives, implements scope of work and project work plans, develops and implements project specific procedures, directives and work instructions; develops and defines scope of work and schedules; ensures projects are properly planned, performance measures are in accordance with scope of work, schedule and budget, reporting requirements, project deliverables and scheduled resources; ensures statement of work specifies that contractors complete required information; executes closeout activities for projects by reviewing and monitoring contract documents, assuring that all project activities are in conformance with standards, specifications, and contract; coordinates with appropriate authorities and Office of Environmental Health to ensure appropriate documents are completed prior to closure of the project.

Participates in public meetings and processes on project-related issues; resolves problems and project obstacles by identifying appropriate strategies and approaches; provides technical advice and recommendations; conducts research when necessary, performs project-related reviews, assessments and inspections to ensure compliance with project scope, regulatory requirements and sound professional practices; coordinates plan reviews and project management activities, monitors projects for compliance with approved plans and contract specifications; coordinates work of consultants and related personnel, maintains quality assurances to assigned projects.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Project Management, Construction Management or closely related field, and two (2) years of project management work

Preferred Qualifications:

- Two (2) years of supervisory project management or community development experience.
- Proficient in Microsoft Office software or other computer software.

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 or principles and practices of landscaping, architecture, mechanical, electrical, water and civil engineering. Knowledge of the methods and practices used in the design and construction of capital projects. Knowledge of project planning, scheduling, and budgeting. Knowledge of project management practices and procedures. Knowledge of principles and practices of contract negotiations, contract administration and construction management. Knowledge of federal, state, Navajo Nation laws, rules, regulations, and guidelines related to construction, maintenance, and repair of infrastructure and chapter facility construction projects. Knowledge of occupational and environmental safety and health laws, rules, regulations, practices and guidelines. Knowledge of construction material specifications and qualities. Knowledge of management and administrative principles and practices. Skill in responding to requests for construction and technical assistance of infrastructure projects. Skill in using effective verbal and written communication skills in the development of reports, presentations, training, and information. Skill in designing, developing, implementing, and overseeing multiple construction projects. Skill in ensuring compliance with safety, health, and environmental protection rules and regulations. Skill in safely inspecting construction site for compliance with construction specifications. Skill in overseeing and managing construction costs. Skill in the use of computers, processing of costs and schedule information. Skill in establishing and maintaining effective working relationships. Ability to determine appropriate methodology for successful completion of major projects, including research, planning, contract management and compliance. Ability to review and interpret construction plans for compliance with standard engineering practices. Ability to initiate and conduct effective meetings for construction projects. Ability to monitor project status, schedules, and budgets. Ability to determine adherence to specifications on a variety of construction jobs. Ability to compute quantities, make cost estimates, and evaluate bids and change orders. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. Ability to demonstrate strong communications and interpersonal skills, and to communicate effectively in both the Navajo and English languages. Ability to organize and be self motivated.

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