

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR05824335

DATE POSTED: 07/21/22

POSITION NO: 245174

CLOSING DATE: 08/03/2022 by 5pm

POSITION TITLE: Project Manager

DEPARTMENT NAME / WORKSITE: DNR/Parks & Recreation Department - Cameron, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: BQ64A

WORK HOURS: 8:00 AM - 5:00 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 45,226.08 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : 4 Months \$ 21.66 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Under general supervision will perform project management work of considerable difficulty by managing project management services from inception to design and completion; provides management of plans, coordinates project needs including infrastructure and capital improvement of park facilities; work requires initiative, independent judgement and decision making; works with Project Development Section in completing all projects and ensures all contractors are on task throughout project and payments are made in a timely manner and proper close-out of each project is completed; implements scope of work and project work plans, develops and implements procedures, directives and work instructions; ensures performance measures are completed as scheduled and deliverables are completed as specified in contractual agreement; complete contracts modification based on need under special conditions; ensure all projects are within appropriated budgets and within timeline specified; assures all project activities are in compliance with standards, specifications and contract; coordinates with authorities to ensure appropriate documents are completed prior to closure of the project; participates in meetings on project related issues and departmental for updates, with outside organizations as requested; coordinates work of consultants and related personnel, maintains quality assurance of assigned projects

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Project Management, Construction Management or closely related field, 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 principles and practices of landscaping, architecture, mechanical, electrical, water and civil engineering. Knowledge of methods and practices used in design and construction of capital projects. Knowledge of project planning, scheduling, budgeting and project management practices and procedures. Knowledge of federal, state, Navajo Nation Laws, rules regulations and guidelines related to construction, maintenance and repair of infrastructure. knowledge of occupational and environmental safety and health laws, rules, regulations, practices and guidelines. Knowledge of construction and material specifications and qualities. Skill in development of reports, presentation, training and information. Skill in design, development, implementation and oversight of multiple construction projects. Skill in establishing and maintaining effective working relationships. Ability to review and interpret construction plans for compliance with standard engineering practices. Ability to compute quantities, make cost estimates and evaluate bids and change orders.

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