

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DNR0523908**
POSITION NO: 203015
CLASS CODE: 3501

Date Posted: **08/01/11**
Closing Date: **08/12/11**

POSITION TITLE **Construction Supervisor**
DEPARTMENT NAME: DNR/Water Resources/Technical, Construction and Operations Branch (Operations Section)
DEPARTMENT NO: 52 WORKSITE LOCATION: Vanderwagon, NM
WORKS DAYS/HOURS: Days: Mon thru Fri POSITION TYPE: Permanent: GRADE: R62A
Hours: 8am--5pm Temporary: SALARY: \$ 32,073.60 Per Annum
Part-Time: Duration: \$ 15.42 Per Hour
No. of Hrs/Wk: 40

DUTIES AND RESPONSIBILITIES:

Oversees and directly supervises the Vanderwagon Water Resources field office and its personnel in the construction, installation, repair, and maintenance of community and livestock water facilities; provides 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 equipments are in good working condition; maintains compliance of community water systems with USEPA standards; interpret and understand technical and engineering drawings of water systems and their infrastructures; attend meetings ie. 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 and Training:

A high school diploma or GED; and

Experience:

two (2) years of supervisory experience in the construction and maintenance of water facilities; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(to receive full credit for education/training applicant must submit copies of college transcript, certifications, diploma, etc.)***

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: 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.

License/Certification Requirements:

- 1.) Must possess a valid Commercial Drivers License (Class A with combination endorsement); **Required**
- 2.) N.N. Vehicle Operator's Permit; (Obtain within 90 days of employment)
- 3.) Must possess a valid AZ or NM Water Operator certification (depending on location). **Required**

VETERANS' PREFERENCE APPLIES

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