

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07224459

DATE POSTED: 08/01/22

POSITION NO: 244702

CLOSING DATE: 08/12/2022 by 5 pm

POSITION TITLE: Project Manager (S) (Temporary)

DEPARTMENT NAME / WORKSITE: Division of Behavioral & Mental Health Services/Window Rock, Arizona

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

WORK HOURS: 40 hrs./week PART TIME: NO. OF HRS./WK.: _____ \$ 45,226.08 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 21.66 PER HOUR

NON-SENSITIVE TEMPORARY: One (1) Year

DUTIES AND RESPONSIBILITIES:

Will be responsible for managing and coordinating the construction of building/facility and infrastructure project utilizing the ARPA funds; this will include coordination with other departments, chapters, businesses and/or stakeholders; works with DBMHS directors/planner/maintenance personnel to achieve project objectives, implement scope of work and project work plans; develops and implements project specific directive 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, Capital Projects Management and Office of Environmental Health to ensure appropriate documents are completed prior to completion of project.

Develops budget contingency plans considering risks; monitors construction costs and risk factors; tracks all funds and coordinates with finance section to ensure funds are drawn down from appropriate accounts; tracks project costs and schedules; coordinates schedules and any changes with administrator/director; reviews expense reports and invoices; reviews contractors monthly progress payment requests; monitors payment receipts and disbursements; ensures that project deliverable are completed on time, within budget and specified quality.

Participates in public meetings and processes on project-related concerns; resolves problems and project obstacles by identifying appropriate strategies and approaches; provides technical advice and recommendations; performs project related reviews, assessment 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; 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.

<<A favorable background investigation>>

(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 the methods and practices used in the design and construction of capital projects; knowledge of project planning, scheduling and budgeting, 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 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 developing reports; skill in developing, implementing and overseeing construction projects; skill in ensuring compliance with safety, health and environmental protection rules and regulations; skill in safely inspecting construction site for compliance; skill in the use of computers.

Ability to review and interpret construction plans for compliance with standard engineering practices; ability to initiate and conduct effective meetings for construction projects, monitor project status, schedules and budgets; ability to compute quantities, make costs estimates and evaluate bids and change orders; ability to demonstrate strong communication and interpersonal skills.

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