

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

REQUISITION NO: DODE70110569 DATE POSTED: 08/03/15  
POSITION NO: 243444 CLOSING DATE: 08/17/15  
POSITION TITLE: Head Start Facilities & Safety Officer  
DEPARTMENT NAME / WORKSITE: DODE/Navajo Head Start - Shiprock, NM  
WORK DAYS: Mon. - Fri REGULAR FULL TIME:  GRADE/STEP: AD64A  
WORK HOURS: 40 hrs/Week PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 42,390.40 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 20.38 PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Plans, organizes and supervises the facilities management activities; develops and implements facilities management policies, procedures, and manuals; develops, maintains and interprets policies and procedures in accordance with federal and state regulations, agency directives and guidelines; establishes goals, objectives and priorities for facilities management services; develops and implements internal control mechanisms; oversees all site operations and new projects including identification of capital improvement projects; prepares cost analysis for capital budgets; prepares and manages facilities budget and cost expenditures.

Oversees the installation, maintenance and repair of plumbing, heating and cooling system, electrical circuitry and security system; manages facilities usage; develops and implements maintenance and repair schedules; oversees renovation projects; prepares contract specifications; administers construction agreements for construction and renovation projects; makes recommendations prior to and during construction; assesses, directs and coordinates the preventive maintenance process for the repair and upkeep of building structures/systems including inspection reports; prepares required reports.

Manages provider service contracts and administration of the request for proposal process to ensure best pricing and service level performance; manages environmental compliance programs and procedures; diagnoses operational problems and recommends corrective action; serves as safety officer; ensures compliance with all health codes and workplace safety requirements; identifies safety concerns implements prevention procedures; supports management to implement controls to minimize safety and occupational health hazards; ensure compliance with applicable local, state and federal laws, ordinances, regulations and codes; manages regulatory standards that apply to emergency preparedness and fire and life safety; works with state and federal agencies to improve safety and health work environment.

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

**Minimum Qualifications:**

- A high school diploma or GED; 30 college credit hours or certification in a skilled trade; and four (4) years of work experience in the construction industry, two (2) years of which must have been in a supervisory capacity.

**Preferred Qualifications:**

- An Associate's degree in Construction Management or related field.
- Five (5) years of senior level maintenance and repair technician experience.

**Special Requirements:**

- A favorable background investigation.
- 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 Navajo Nation Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities; knowledge of state and local regulations governing facilities management and workplace safety; knowledge of repair and maintenance of equipment, plumbing, electrical, facilities systems, ground and structures; knowledge of budget and reporting systems, program analysis and performance measures; knowledge of occupational safety and health policies and procedures related to facilities maintenance and repair; skill in making decision and problem solving in many areas including supervisory issues; skill in managing staff and complex internal relationships; skill in prioritizing, scheduling, assigning and reviewing work; ability to handle highly stressful and sensitive situations in a professional manner.

**Incumbent must abide by program standards of conduct.**

**<<A favorable background investigation is required>>**

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