

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

REQUISITION NO: DNR05221463 DATE POSTED: 08/03/21  
POSITION NO: 224833 CLOSING DATE: Open Until Filled  
POSITION TITLE: Construction Supervisor  
DEPARTMENT NAME / WORKSITE: DNR / Water Resources Department / TeecNosPos, AZ  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: BJ62A  
WORK HOURS: 8:00 am-5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 37,709.28 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 18.06 PER HOUR  
NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Oversees and directly supervises the personnel in the construction, repair and maintenance of community and livestock water facilities; provide 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 equipment's are in good working condition; interpret and understand technical and engineering drawings of water systems and their infrastructures; attend meetings i.e.. 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, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma /GED; and two (2) years of supervisory or lead experience in the construction, maintenance and repair of community and livestock water facilities; 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:** 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 relationship and communicating effectively.

**Physical Requirement and Work Environment:** There is considerable need to stand, stoop, climb, walk, carry and perform other similar actions during the course of the work day. Must be capable of lifting/carry 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.

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