

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

REQUISITION NO: DNR05215983

DATE POSTED: 08/08/18

POSITION NO: 244121

CLOSING DATE: OUF

POSITION TITLE: Project Manager

DEPARTMENT NAME / WORKSITE: DNR/Water Resources - Many Farms, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: A164A

WORK HOURS: 8:00 am-5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 41,017.60 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \$ 19.72 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Manage, coordinates and directs planning, design, construction and operation of irrigation water/infrastructures like irrigation canals, ditches, irrigation diversions, irrigation siphons, canal linings, irrigation gates, irrigation pumps, pumping stations, irrigation waterlines, etc. Prepares scope of work, cost estimates and project specification for irrigation water related projects and provides construction oversight. Provide technical advice and make recommendations. Develops work plan, policies, procedures to implement irrigation projects, ensures proper planning and timely implementation of project scope of work, project scheduling and development in accordance with specifications, weather, soil and land conditions; manage project costs and ensures that the projects are completed within the allocated funds or with economically feasible cost; develops project cost contingency plans and water shortage or water contamination plans to save crops in case of shortage of water or surface water contamination and participate in such studies; monitors projects for compliance with approved plans and contract specifications; coordinates work of consultants and related personnel; maintains quality assurance of assigned projects; ensure timely submission of all monthly, quarterly and annual progress reports, final project cost reports and maintain all program related administrative, technical and financial records. Coordinate with other tribal departments, chapters, state and federal agencies.

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

**Minimum Qualifications:**

- A Bachelor's Degree in Civil Engineering/Irrigation, Project Management, Construction Management or closely related field; or an equivalent combination of engineering education and experience.

**Special Requirements:**

- Possess a valid State Drivers 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** - principles and practices of landscaping, architecture, mechanical, electrical, water and civil engineering; project scheduling, planning and budgeting, project management; construction material specifications and qualities. **Skills** - responding to request for construction and technical assistance of infrastructure projects; development of reports, presentation, training and information; ensuring compliance with safety, health and environmental protection rules and regulations; safety inspection for compliance with construction specifications. **Ability** - to review and interpret construction plans for compliance with standard engineering practices; initiate and conduct effective meetings for construction project, monitor project status, schedules and budgets; make cost estimates and evaluate bids and change orders; demonstrate strong communication and interpersonal skills; and to communicate effectively in both Navajo and English language.

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