

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

REQUISITION NO: DCD09212401  
POSITION NO: 243813  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 08/24/16  
CLOSING DATE: 09/07/16

**Construction Supervisor**

DEPARTMENT NAME / WORKSITE: Weatherization Assistance Program / Fort Defiance, Arizona

WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB62A</u>
WORK HOURS: <u>8 a.m. to 5 p.m.</u>	PART TIME: <input checked="" type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>34,028.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>16.36</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

**DUTIES AND RESPONSIBILITIES:**

Plan, manage, direct, control and value construction, maintenance, and renovation projects. Develop scope of work for projects. Monitor and evaluate project management activity and production goals. Develop construction schedules, material estimates, and purchase materials according to material listing. Supervises construction crew, train staff, develop work schedule and evaluate staff's performance. Engages in project management meetings with stakeholders, agencies, and public. Provide construction reports, project management reports, and program reports as required. Enforces policies and procedures for health and safety.

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

**Minimum Qualifications:**

- A high school diploma or GED; and two (2) years of supervisory experience in the construction and maintenance of building and facilities.

**Special Requirements:**

- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- A favorable background investigation is required. *(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).*

*(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 the Navajo Personnel Policies Manual, Navajo Budget Instructions Manual and Weatherization's rules and regulations. Understands the Navajo Motor Vehicle Handbook, Travel Policy, and Navajo Procurement Policies including Appropriation's Act. Understand Federal Rules and Regulations 10 CFR Part 440 and 2 CFR Part 200. Knowledge of modern office management operations including Health and Safety program guidelines; and appropriate cost effective measures for energy efficiency, OSHA 10 certificate.

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