

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR12610685

DATE POSTED: 08/24/15

POSITION NO: 204698

CLOSING DATE: 09/04/15

POSITION TITLE: **Construction Supervisor**

DEPARTMENT NAME / WORKSITE: Fish and Wildlife Department / Navajo Zoo / Window Rock, AZ

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: AB62A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 34,028.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 16.36 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

95% - Construction and Renovation. Position will provide necessary oversight and monitoring of construction, renovation and repair of Zoo buildings, animal exhibits, and Zoo grounds. This includes project development and planning, requisitions for required materials, parts, tools and other equipment. This position prepares construction schedules, floor plans, material estimates and scopes of work. This position is the lead person for providing necessary work on construction/renovation projects to ensure that projects are completed on timely basis and within budget. Position oversees all staff, volunteers and other workers during project activities. This position also implements safety practices to ensure all work is completed in a safe manner. 5% - Animal Feeding and Care. Position assists the Senior Zookeeper to oversee Zookeepers and other workers in daily food, water and enclosure cleaning for Zoo animals. This includes ensuring strict feeding schedules and diet needs are followed, as directed by the Zoologist, and includes observing behavior of each animal to monitor health.

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.

Preferred Qualifications:

- Two (2) years of supervisory experience including construction project management, construction and management of water facilities, water drilling.
- Two (2) years of experience operating heavy equipment.
- Commercial Driver License (CDL).

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:

License or certification in one or more trades preferred.

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