

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE7704076

Date Posted: 09/12/11

POSITION NO: 949248

Closing Date: 09/23/11

CLASS CODE: 4080

POSITION TITLE: BUILDING MAINTENANCE SUPERVISOR

DEPARTMENT NAME: Navajo Head Start-Crownpoint Agency

DEPARTMENT NO: 770 WORKSITE LOCATION: Crownpoint, New Mexico

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: V62A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 8am - 5pm

Temporary:

Duration: _____ \$ _____ Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 16.17 Per Hour

DUTIES AND RESPONSIBILITIES:

Develops work schedule; assigns and reviews work while in progress; demonstrates proper work method; assures safety standards and housekeeping rules are followed; completes employee evaluations; disciplines employees according to established personnel policies and procedures; trains employees in the safe and proper use of equipment. Inspects sites to determine feasibility of work; determines if work is to be performed in-house or contracted out; determines scope of work; estimates costs including materials, labor and length of time required until completion; plans, prioritizes, and schedules work; prepares requisitions for materials; orders or purchases necessary supplies; ensures materials and tools are available to initiate work order; schedules craftsman; conducts site inspections during work progress to ensure proper safety and work performance. Inspects on-going work projects; ensures work is performed at required standards and according to safety standards and regulations; prepares status reports for upper management and departments; prepares scope of work for various jobs and writes contracts; meets with vendors, contractors and committees; calls in workers for emergencies such as outages in heating, sewer or water lines; makes final inspections of completed work and prepares final authorizations and billings for departments. Performs duties of a working supervisor by repairing plumbing including replacement of water heaters, faucets, water and sewer pipes; by running or installing electrical wiring, fuse boxes, outlets and fixtures; replacing furnaces and boilers; running water well checks and repairing or replacing water pumps and motors; troubleshoots, repairs and/or replaces kitchen appliances; runs, installs and inspects gas lines; does rough in and finish carpentry work; fabricates and installs directional and informational signage.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Construction or Maintenance; and four (4) years of progressively responsible journey level construction or maintenance experience, of which,

Experience:

Two (2) years must have been in a supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, and Navajo Nation laws, rules, regulations and guidelines related to building maintenance, remodeling and repair. Knowledge of federal, and Navajo Nation laws, rules, regulations, and guidelines related to occupational safety and health practices and procedures. Knowledge of federal, and Navajo Nation laws, rules, regulations, and guidelines related to environmental protection practices and procedures. Knowledge of computer hardware, software and peripherals. Knowledge of technical trade codes related to electrical, plumbing, carpentry, roofing, etc. Skill in reading and interpreting facility and building blueprints, schematics, and designs. Skill in safely inspecting all phases and types of construction and maintenance projects. Skill in developing and monitoring construction budgets and labor costs. Skill in utilizing effective verbal and written communication skills to develop reports, and presentations. Skill in negotiating and reaching consensus on contracts and work performance. Skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit. Other certification may be required.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99