

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DCD06721835</u>	DATE POSTED:	<u>09/23/21</u>
POSITION NO:	<u>152668</u>	CLOSING DATE:	<u>10/06/2021 by 5pm</u>
POSITION TITLE:	<u>Project Manager</u>		
DEPARTMENT NAME / WORKSITE:	<u>Capital Projects Management Department / Window Rock, Arizona</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>BJ64A</u>
WORK HOURS:	<u>8:00am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>43,910.64</u> PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>21.03</u> PER HOUR
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Manages, coordinates and oversees building or facility, infrastructure and capital improvement projects which includes project coordination/communications with all chapters, departments, contractors and/or project owners; works with Navajo Nation governmental entities and Chapter leadership to achieve project objectives, implements scope of work, project work plans; will develop and implement project specific processes, directors and provide guidance; ensure projects are accurately planned, performance measures are followed, develop project schedule reflecting budgets and submits for reporting; ensure statement of work specifics that contractors complete required information; performs closeout activities for all projects by reviewing and monitor contract documents; assure that all project activities/tasks are in conformance with standards, and specifications. Must develop budget plans considering any risks that may occur with specific type of project; monitors and manages construction costs and risk factors; Prepare the Navajo Nation 164 Review process for all contracts; track all funds and ensures that funds are drawn down from appropriate accounts; tracks project cost and schedules of values using the web based WIND (Woven Information Navajo Data) System; coordinates any changes with proper experts; reviews and approves expense reports, pay applications and invoices, reviews consultant/contractor monthly progress payment requests and schedules; monitors payment receipts and disbursements, ensures that project deliverables are completed on time, and within project budgets. Participate in public/stakeholders/ Contractors meetings on all project related issues assigned; resolves problems and project barriers by identifying appropriate strategies and solutions; provide technical advice and make recommendations; performs project related reviews, assessments and inspections to ensure compliance with project scopes; constant and maintain quality assurance of assigned projects. Work requires attention to detail with potential exposure to loud noises, dust, toxic chemicals and fumes when working on project site requiring protective equipment. There is considerable need to stand, stoop, climb, walk, carry and perform other similar actions during the course of the workday.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Project Management, Construction Management or closely related field; 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:

Must be able to work independently and be computer and modern technology literate; maintain detailed information in software programs and skilled in communicating both orally and in writing. Proficient in Microsoft Office, and Project Management software. Demonstrate fluency in both the Navajo and English languages as a condition of employment.

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