

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD06721836 DATE POSTED: 09/23/21
POSITION NO: 240843 CLOSING DATE: 10/06/2021 by 5pm
POSITION TITLE: Construction Supervisor
DEPARTMENT NAME / WORKSITE: Capital Projects Management Department / Window Rock, Arizona
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BJ62A
WORK HOURS: 8:00am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 37,709.28 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 18.06 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Plan, manage, direct, control and evaluate housing construction, maintenance and renovation projects. Develop scope of work and material estimates. Monitor and evaluate project management activities and production goals. Conduct assessments, develop construction schedules, material estimates, and purchase materials according to material listing. Supervises construction crew, train staff, develop work schedules and evaluate staff's performance. Engages in project management meetings with stakeholders, agencies, and public. Provide construction reports, project management reports, and program reports required verbally and in written format. Enforces policies and procedures for health and safety. Assist with planning, implementing, and conducting in-service and related training; provides technical assistance, guidance and direction to staff; participates in work assignments as needed; addresses and resolves services complaints and issues; attends chapter and community meetings to provide technical assistance and information. Reads and interprets floor plans, blueprints and scope of work. Communicate with vendors and schedule material delivery, ensure inventories of all materials care complete and meet material specification. Conducts field inspections to monitor progress of the construction operations, ensure construction project is in compliance with building, engineer and architectural designs and specifications.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years of supervisory or lead experience in the construction, maintenance and repair of building and facilities; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- 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:

Knowledge of application of Navajo Nation Code, State, Federal laws and regulations governing programs; procurement and contracting policies, methods and business practices; general fund and cost accounting principles and practices; generally accepted office procedures, equipment, including computers, financial/office application software.

Skilled in interpreting labor laws, rules and regulations; operating computer, standard office software including word processing, database and spreadsheet files; research, gathering, consolidating, analyzing facts and drawing conclusions; research and preparing complex technical reports.

Ability to effectively and clearly communicate, orally and written; establish and maintain effective working relationships.

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