THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0529329**	DATE POSTED:	**10/06/14**
POSITION NO:	224833	CLOSING DATE:	**10/17/14**
POSITION TITLE:	**Construction Supervisor**		
DEPARTMENT NAME / WORKSITE:	**DNR/Water Resources Department/TeecNosPos, AZ**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB62A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 34,028.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 16.36	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Oversees and directly supervises the Teecnospos Water Resources field office and its personnel in the construction, installation, repair, and maintenance of community and livestock water facilities; provides direction, guidance and instruction; schedules and assigns duties; supervises and assists with the operation and use of pneumatic tools, welding, and other equipment; maintains records, materials, supplies, equipment, and facilities; instructs subordinates with work quality and projections; prepares project status reports; keep and update cost reports, daily work reports, and submit to central office on scheduled basis; ensures that assigned tribal vehicle and equipment's are in good working condition; maintains compliance of community water systems with USEPA standards; interpret and understand technical and engineering drawings of water systems and their infrastructures; attend meetings i.e.. chapter, state, federal, other entities, and other departments to represent program. Must adhere to Drug and Alcohol Free Workplace policy of Navajo Nation.

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.

Supplemental Requirements:

(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: Applicable federal, state and local standards and regulations related to construction; practices, procedures, and methods of construction, maintenance and repair; tools, equipment and materials used in construction, maintenance and repair activities; project management and scheduling techniques; occupational hazards and safety procedures; principles and practices of employee supervision, training and evaluation.

Skilled in: Preparing scope of work, construction plans and specifications; scheduling and directing construction and maintenance tasks; implementing and monitoring budgets; inspecting and evaluating construction, maintenance and repair activities; supervising, training, evaluating employees and scheduling work assignments and activities; establishing and maintaining effective work relationships and communicating effectively.

Physical Requirements and work environment: There is considerable need to stand, stoop, climb, walk, carry and perform other similar actions during the course of the workday. Must be capable of lifting/carrying materials, equipment, supplies in excess of 100 pounds; climbing to heights of 40 feet or more; working in confined spaces; working in all types of weather conditions.

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