

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0587195

Date Posted: 11/05/12

POSITION NO: 891603

Closing Date: 11/19/12

CLASS CODE: 1246

POSITION TITLE: Program Supervisor I

DEPARTMENT NAME: DNR/Navajo Parks and Recreation Department

DEPARTMENT NO: 58 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Varies

Permanent:

SALARY:

Hours: Varies

Temporary:

Duration: _____ \$ 38,084.80 Per Annum

Required to work irregular hours during special events,
holidays, and weekends.

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work and monitoring in the planning, organizing and to oversee the construction and maintenance and repairs of facilities at tribal park areas and fairgrounds facilities; to fulfill the goals and objectives for the Construction and Maintenance Program; to plan, prepare and develop the project schedules for special events at the fairgrounds facilities so that the events during the PRCA and Navajo Nation Fair & Rodeo are safe environments for the general public; to carry out a share of work performed at the senior level; to determine project priorities; plans project requirements and requisitions for required work materials, parts, tools and equipment; floor plans, estimates for materials to be utilized and scope of work; to schedule delivery of materials ordered for projects at various tribal park areas and interprets rules and regulations, policies and procedures and directives to assigned staff with the program.

Supervisor will plan, implement and maintain the preventive maintenance program for the Administration offices and tribal park areas, will identify problems and recommend alternative ways to renovate facilities; to enforce safety, practices and enforce the procedures; to perform quality control and monitor the productivity and inspects projects for completeness, quality of work and compliance with applicable codes and standards; oversees maintenance of construction projects records.

Will assist with the planning, implementing and conducting the in-service and related training; provide technical assistance, guidance and direction to construction staff; supervises, trains, schedules and evaluates construction staff; participates in work assignments as needed; will address and resolve service complaints and issues; prepares required reports, inspects projects, facilities and equipment; to attend department staff meetings as required. Will be flexible on working hours and work days during special events sponsored by the department.

QUALIFICATION REQUIREMENTS:

Bachelors Degree in Public or Business Administration **(to receive full credit for education/training applicant must submit copies of transcripts, degrees and current certificates)**

(2) years experience in public relations, construction & supervisory experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties and responsibilities.

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation, federal and state laws, standards, regulations, and guidelines related to construction; Knowledge of practices, procedures and methods of construction. Knowledge of tools, equipment and materials utilized in construction, maintenance, renovations and repairs. Knowledge of project/program management and scheduling techniques, Knowledge of occupational hazards and safety procedures. Knowledge of principles and practices of employee supervision, training and evaluation. Skill in preparing and developing the scope of work and construction plans and specifications. Skill in scheduling and directing construction and maintenance tasks. Skill in inspecting and evaluating construction, maintenance and repair activities. Skill in supervising, training, evaluating employees and scheduling work assignments and activities. Skill in establishing and maintaining effective working relationships and communicating effectively with supervisor and staff.

License/Certification Requirements:

Must possess a Valid State Driver's License and ability to obtain a NN Operator's Permit within 90 days of employment.

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