

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD06722252 DATE POSTED: 11/29/21
POSITION NO: 202660 CLOSING DATE: Open Until Filled
POSITION TITLE: Registered Architect
DEPARTMENT NAME / WORKSITE: Capital Projects Management Department/ Window Rock, Arizona
WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: BQ69A
WORK HOURS: 8:00AM - 5:00PM PART TIME: NO. OF HRS./WK.: _____ \$ 69,217.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 33.15 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Confers with consultants to develop feasibility studies, financial analysis, and arrangements of subordinates. Help clients get construction bids, select contractors, and negotiate construction contracts. Architects often collaborate with workers in related occupations, such as civil engineers, urban and regional planners, drafters, interior designers, and landscape architects. Provides technical assistance and recommendations on related matters; attends staff and other required meetings; works with tribal, federal officials on approval of projects as to codes, regulations, and requirements.

Directs and advises Colleagues, Council Delegates, Chapter and Navajo Nation Officials in all matters of physical facilities so construction complies with Federal, State and Navajo Nation regulations as well as building codes. Will meet with clients to determine objectives and requirements for structures. Inspects construction projects and approves plans and specifications for Navajo Nation building projects. Plans, designs, and approves drawings, construction of facilities; performs site analysis; consults with clients; determines physical appearance of projects based on size/space requirements, aesthetics, cultural influence, land use patterns; provides information regarding costs, design, materials, equipment, and estimated building time; selects and incorporates heating, ventilating, and air condition and electrical systems in design of construction; coordinates infrastructure including water, sewer, gas, telephone, and power.

Confers with consultants to develop feasibility studies, financial analysis, and arrangements of subordinates. Architects may also help clients get construction bids, select contractors, and negotiate construction contracts. Prepare contract documents for building contractors. Manage construction contracts. Visit worksites to ensure that construction adheres to architectural plans.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Architecture or Architectural Engineering from a program accredited by the National Architectural Accrediting Board (NAAB); and five (5) years of architectural experience in planning and design of buildings, one (1) year of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- Registration as a Professional Architect in the States of Arizona, New Mexico or Utah.
- Be registered with the National Council of Architectural Registration Board (NCARB).
- 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:

Pass the Architect Registration Examination (ARE). Be registered with the National Council of Architectural Registration Board (NCARB). Under limited supervision, an employee in this class is responsible for application of professional architectural skill and direction to architectural engineering projects and for preparing plans, details, specifications, estimates, material lists, and schedules for additions or alterations to state buildings and facilities. Inspects construction projects and approves plans and specifications for state building projects. Prepares and approves specifications. Directs and advises consultants, contractors, and agencies in performance of architectural work. Performs related work as required.

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