THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0577299** Date Posted: **12/17/12**

POSITION NO: **240120** Closing Date: **12/31/12**

CLASS CODE: **3327**

POSITION TITLE: **PLANNER/ESTIMATOR**

DEPARTMENT NAME: **Division of Social Services - Child Care & Development Fund Program Central Administration**

DEPARTMENT NO: WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:
Days: **Monday - Friday**
Hours: **8:00 am - 5:00 pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R65A**
SALARY:
$ **41,516.80** Per Annum
$ **19.96** Per Hour

DUTIES AND RESPONSIBILITIES:

Under general direction of the Program Manager II, performs work of considerable difficulty with responsibility to provide technical construction planning, cost estimation, and project development related to repair, remodeling, alterations, and modification of Navajo Nation Child Care and Development Fund Program owned buildings and facilities.

Develops preliminary project information to include site evaluations, space analysis, client needs inventory, small scale chapter planning, utility, electrical, mechanical, and plumbing requirements; develops three dimensional concepts defining project, visual, and physical appearance; oversees drawings, specifications, plan review and contract development; researches and reviews applicable codes to determine compliance; conducts field inspections for quality control and code compliance; reviews shop drawings, pay requests, issues certificates of completion and/or occupancy.

Meets with chapters to develop data and budgets for new projects; establishes scope of work, cost estimates, and project development schedules; coordinates utility routes and determines correct power commands; identifies zoning, regional and county plans related to location of projects; reviews plans from architects and engineers; provides required reports and project updates.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Engineering, Architectural Drafting, Mechanical Engineering, Planning/Design or closely related field;

Experience:

and three (3) years of responsible construction trades, technical construction planning, cost estimating experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state, Navajo Nation laws, rules, regulations and guidelines related to construction, maintenance, repair, and repair of infrastructure and chapter facility construction projects; knowledge of occupational and environmental safety and health laws, rules, regulations, practices and guidelines; knowledge of construction material specifications and qualities; of management and administrative principles and practices; of computer hardware, software, and peripherals. Skills in responding to request for construction and technical assistance of infrastructure projects; in using effective verbal and written communication skills in development of reports, presentations, training, and information; skills in designing, developing, implementing, and overseeing multiple construction projects; ensuring compliance with safety, health and environmental protection rules and regulations; in safely inspecting construction site for compliance with construction specifications; skill in overseeing and managing construction costs; and establishing and maintaining effective working relationships. Work requires attention to detail with potential exposure to loud noises, dust, toxic chemicals and fumes when working on project site.

License/Certification Requirements:

Fingerprinting, Criminal Background Check. Applicant must possess a Valid State Driver's License and 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***