THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DNR0527450** Date Posted: **01/28/13**
POSITION NO: **224833** Closing Date: **02/08/13**
CLASS CODE: **3501**
POSITION TITLE **Construction Supervisor**
DEPARTMENT NAME: **Water Resources/Technical, Construction and Operations Branch (Operations Section)**
DEPARTMENT NO: **52** WORKSITE LOCATION: **Teecnospos, AZ**
WORKS DAYS/HOURS POSITION TYPE: GRADE: **R62A**
Days: **Mon.--Fri.** Permanent: ☑ SALARY:
Hours: **8am--5pm** Temporary: ☐ Duration: $ **32,073.60** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** $ **15.42** Per Hour

DUTIES AND RESPONSIBILITIES:

Oversees and directly supervises the Ganado 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 and Training:
A high school diploma or GED; and

Experience:
Two (2) years of supervisory experience in the construction and maintenance of building and facilities; 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, certifications, diploma. etc.)***

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: 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.

License/Certification Requirements:

1.) Must possess a valid Commercial Drivers License (Class A with combination endorsement); **(Preferred)**
2.) N.N. Vehicle Operator's Permit; **(Preferred)**
3.) Must possess a valid AZ or NM Water Operator certification (depending on location). **(Preferred)**

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