

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE7012998
POSITION NO: 949398
CLASS CODE: 3327

Date Posted: 03/14/11
Closing Date: 03/25/11

POSITION TITLE: Planner/Estimator

DEPARTMENT NAME: Navajo Head Start

DEPARTMENT NO: 701 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: P65A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00-5:00

Temporary:

Duration: _____ Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$19.86 Per Hour

DUTIES AND RESPONSIBILITIES:

Participates in architectural design programming for new designs; participates in and initiates project planning and scheduling; participates in and initiates facilities improvement and repairs plans, schedules and program of requirements. Monitors and schedules and plans; participates in and initiates in code checks to building deficiency resolution; participates in and initiates value assessments, develops project magnitude cost and advises on preventive maintenance procedures and costs. Coordinates building environment efforts between agencies and authorities involved in the Head Start Building program. Coordinates and implements the Head Start facilities performance standards. Coordinates and conducts training as applicable. Participates in preventive maintenance plans, operations and resource management planning. Develop facility proposals and seeks funding from the Tribe, State and Federal Agencies.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

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, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

The primary effort of the Planner/Estimator is that of planning supported by probable cost estimating and implementation budget projects. Recommended special skills: Project Management preferable; Planning - Resource

License/Certification Requirements:

Must pass criminal background check, fingerprinting and employee assessment prior to employment. Must possess a valid state driver's license.

VETERANS' PREFERENCE APPLIES

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

Revised: 08-16-02