

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR05212208

DATE POSTED: 07/11/16

POSITION NO: 203030

CLOSING DATE: 07/22/16

POSITION TITLE: Construction Supervisor

DEPARTMENT NAME / WORKSITE: DNR/Water Resources / Dilkon, AZ

WORK DAYS: M - F REGULAR FULL TIME:  GRADE/STEP: AB62A

WORK HOURS: 8:00 am - 5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 34,028.80 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 16.36 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Oversees and directly supervises the Dilkon 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 equipments 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 ie. 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, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and two (2) years of supervisory experience in the construction and maintenance of building and facilities.

**Special Requirements:**

- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a Commercial Driver's License (CDL) within one (1) year of date of hire. Incumbent will be subject to random drug and alcohol testing per DOT regulations as CDL driver.

***(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:**

**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 and work environment:** There is considerable need to stand, stoop, climb, walk, carry and perform other similar actions during the course of the workday. 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.

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