

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

REQUISITION NO: DCD0678060

Date Posted: 07/29/13

POSITION NO: 240561

Closing Date: 08/09/13

CLASS CODE: 3503

POSITION TITLE: Project Manager

DEPARTMENT NAME: Capital Improvement Office, Division of Community Development

DEPARTMENT NO: 67 WORKSITE LOCATION: Chinle, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R64A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: \_\_\_\_\_ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 18.31 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Develop and issue project specific procedures, directives and work instructions, where necessary, in accordance with relevant higher level policies and directives. Develop and define work, scope and schedule using the WIND System General Project Information Forms to ensure that the project is properly planned, performance measured with respect to scope and budget reporting requirements are fulfilled, project deliverable delivered, and resources scheduled.

Ensure Statements of Work (SOW) specifically requires that contractors bid on complete information that is missing on the General Project Information Forms. Communicate and coordinate work with departments and professionals. Coordinate with investigators and Office of the Environmental Health (OEH) to ensure appropriate paperwork is completed prior to closure of the project. Include OEH as part of the project team from design through construction.

Develop a budget contingency plan to add a quantity or schedule to allow for uncertainty during project performance. The Project Manager should consider risk associated with the specific type of project. Contingency cost should be entered into the application and funding process and should be followed through in the bid process. Track and manage all funds to ensure that funds are drawn down from the appropriate accounts in a timely manner to prevent loss of the funds.

Track project cost and schedule in order to accurately evaluate performance throughout the project life cycle, and to identify potential overruns prior to their occurring. It is necessary to regularly compare actual cost/commitments and schedule against their respective baseline. Keep the schedule of values up-to-date to ensure all the elements are instituted prior to the initiation of construction. Require the contractor to provide an update Schedule of Values whenever the schedule changes. Coordinate schedule and any changes with investigators. Disseminate project charge code to the personnel authorized to charge time to each project through the Work Authorization Form when the project is officially opened on a weekly, review all timesheets, expenses reports and invoices for accuracy, and then sign and date these documentations.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Project Management, Construction Management or closely related field; and

**Experience:**

three (3) years of project management work experience coordinating, administering and monitoring a variety of community development and infrastructure projects; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)***

**Special Knowledge, Skills and Abilities:**

Considerable knowledge of construction, maintenance and repairs. Considerable knowledge of administrative practices and procedures; considerable knowledge of occupational hazard. Ability to communicate effectively in Navajo and English language. Ability to supervise a large group of skilled, semi-skilled and unskilled workers engaged in a variety of tasks. Ability to organize jobs, assign workers, maintain records and prepare reports.

**License/Certification Requirements:**

Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Construction/Project Management Certificate, **preferred**.

**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**