

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05812292 DATE POSTED: 08/01/16
POSITION NO: 243534 CLOSING DATE: 08/12/16
POSITION TITLE: CONSTRUCTION SUPERVISOR (S)

DEPARTMENT NAME / WORKSITE: DNR/ NPRD / LeChee, AZ
WORK DAYS: Varies REGULAR FULL TIME: GRADE/STEP: AB62A
WORK HOURS: 40 PART TIME: NO. OF HRS./WK.: _____ \$ 34,028.80 PER ANNUM
SEASONAL: DURATION : _____ \$ 16.36 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work and monitoring in the planning, organizing and to oversee the construction and maintenance and repairs of facilities at tribal park areas and facilities; to fulfill the goals and objectives for the Construction and Maintenance program; to plan, prepare and develop the project schedules for special events at the Parks facilities so that the events are safe environments for the general public; to carry out a share of work performed at the senior level; to determine project priorities; plans project requirements and requisitions for required work materials, parts, tools and equipment; floor plans, estimates for materials to be utilized and scope of work; to schedule delivery of materials ordered for projects at various tribal park areas and interprets rules and regulations, polices and procedures and directives to assigned staff with the program. Supervisor will plan, implement and maintain the preventive maintenance program for the Administration offices and tribal park areas, will identify problems and recommend alternative ways to removable facilities; to enforce safety, practices and enforce the procedures; to perform quality control and monitor the productivity and inspects projects for completeness, quality of work and compliance with applicable codes and standards; oversees maintenance of construction projects records.

Will assist with the planning, implementing and conducting the in-service and related training; provide technical assistance, guidance and direction to construction staff; supervises, trains, schedules and evaluates construction staff; participates in work assignments as needed; will address and resolve service complaints and issues; prepares required reports, inspects projects, facilities and equipment; to attend department staff meetings as required. Will be flexible on working hours and work days during special events sponsored by the department.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

Possess a valid state driver's license

(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 Navajo Nation, federal and state laws, standards, regulations, and guidelines related to construction; knowledge of practices, procedures and methods of construction. Knowledge of tools, equipment and materials utilized in construction, maintenance, revocations and repairs. Knowledge of project/program management and scheduling techniques. Knowledge of occupational hazards and safety procedures. Knowledge of principles and practices of employee supervision, training and evaluation. Skill in preparing and developing the scope of work and construction plans and specifications. Skill in scheduling and directing construction and maintenance tasks. Skill in inspecting and evaluation construction, maintenance and repair activities. Skill in supervising, training, evaluation employees and scheduling work assignments and activities. Skill in establishing and maintaining effective working relationships and communication effectively with supervisor and staff. incumbents to obtain Navajo Nation Tribal Vehicle Operator's permit within 90 days of employment

<<A favorable background investigation is required>> (If selected for the position, tribal, federal and state background checks must be completed prior to employment at the applicants expense)

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