THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE70110570**	DATE POSTED:	**08/03/15**
POSITION NO:	**243479**	CLOSING DATE:	**08/17/15**
POSITION TITLE:	**Head Start Facilities & Safety Officer**		
DEPARTMENT NAME / WORKSITE:	**DODE/Navajo Head Start - Chinle, AZ**		

WORK DAYS:	**Mon. - Fri**	REGULAR FULL TIME:	☑			GRADE/STEP:	**AD64A**
WORK HOURS:	**40 hrs/Week**	PART TIME:	☐	NO. OF HRS./WK.:		$ **42,390.40**	PER ANNUM
		SEASONAL:	☐	DURATION :		$ **20.38**	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Plans, organizes and supervises the facilities management activities; develops and implements facilities management policies, procedures, and manuals; develops, maintains and interprets policies and procedures in accordance with federal and state regulations, agency directives and guidelines; establishes goals, objectives and priorities for facilities management services; develops and implements internal control mechanisms; oversees all site operations and new projects including identification of capital improvement projects; prepares cost analysis for capital budgets; prepares and manages facilities budget and cost expenditures.

Oversees the installation, maintenance and repair of plumbing, heating and cooling system, electrical circuitry and security system; manages facilities usage; develops and implements maintenance and repair schedules; oversees renovation projects; prepares contract specifications; administers construction agreements for construction and renovation projects; makes recommendations prior to and during construction; assesses, directs and coordinates the preventive maintenance process for the repair and upkeep of building structures/systems including inspection reports; prepares required reports.

Manages provider service contracts and administration of the request for proposal process to ensure best pricing and service level performance; manages environmental compliance programs and procedures; diagnoses operational problems and recommends corrective action; serves as safety officer; ensures compliance with all health codes and workplace safety requirements; identifies safety concerns implements prevention procedures; supports management to implement controls to minimize safety and occupational health hazards; ensure compliance with applicable local, state and federal laws, ordinances, regulations and codes; manages regulatory standards that apply to emergency preparedness and fire and life safety; works with state and federal agencies to improve safety and health work environment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; 30 college credit hours or certification in a skilled trade; and four (4) years of work experience in the construction industry, two (2) years of which must have bee in a supervisory capacity.

Preferred Qualifications:

- An Associate's degree in Construction Management or related field.
- Five (5) years of senior level maintenance and repair technician experience.

Special Requirements:

- A favorable background investigation.
- 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 Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities; knowledge of state and local regulations governing facilities management and workplace safety; knowledge of repair and maintenance of equipment, plumbing, electrical, facilities systems, ground and structures; knowledge of budget and reporting systems, program analysis and performance measures; knowledge of occupational safety and health polices and procedures related to facilities maintenance and repair; skill in making decision and problem solving in many areas including supervisory issues; skill in managing staff and complex internal relationships; sill in prioritizing, scheduling, assigning and reviewing work; ability to handle highly stressful and sensitive situations in a professional manner.

Incumbent must abide by program standards of conduct.

<<A favorable background investigation is required>>

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