

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

REQUISITION NO: DCD0202363

Date Posted: 08/30/10

POSITION NO: 202662

Closing Date: 09/13/10

CLASS CODE: 3327

POSITION TITLE: Planner/Estimator

DEPARTMENT NAME: Design and Engineering Services

DEPARTMENT NO: 20 WORKSITE LOCATION: Admin. Bldg. #1, Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N650A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: 12 months \$ 40,081.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.27 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general direction, performs work of considerable difficulty with responsibility to provide technical construction planning, cost estimation, and project development related to repair, remodeling, alterations, and modification of Navajo Nation owned buildings and facilities, performs related work as assigned.

Develops preliminary project information to include site evaluations, space analysis, client needs inventory, small scale chapter planning, utility, electrical, mechanical, and plumbing requirements; develops three dimensional concepts defining project, visual, and physical appearance; oversees drawings, specifications, plan review and contract development; researches and reviews applicable codes to determine compliance; conducts field inspections for quality control and code compliance; reviews shop drawings, pay requests, issues certificates of completion and/or occupancy.

Meets with chapters to develop data and budgets for new projects, establishes scope of work, cost estimates, and project development schedules; coordinates utility routes and determines correct power commands; identifies zoning, regional and county plans related to location of projects; reviews plans from architects and engineers; provides required reports and project updates.

**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 transcripts, degree, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of professional design, cost estimation practices related to remodeling, alternations, or facility improvements. Knowledge of federal, state, Navajo Nation laws, rules, regulations and guidelines related to construction, maintenance, repair and repair of infrastructure and chapter facility construction projects. Knowledge of occupational and environmental safety and health laws, rules, regulations, practices and guidelines. Knowledge of construction material specifications and qualities. Knowledge of management and administrative principles and practices. Knowledge of computer hardware, software and peripherals.

Skill in responding to request for construction and technical assistance of infrastructure projects. Skill in using effective verbal and written communication skills in development of reports, presentations, training, and information. Skill in designing, developing, implementing, and overseeing multiple construction projects. Skill in ensuring compliance with safety, health, and environmental protection rules and regulations. Skill in safely inspecting construction site for compliance with construction specifications. Skill in overseeing and managing construction costs. Skill in establishing and maintaining effective working relationships.

**License/Certification Requirements:**

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: 1-15-99**