THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DNR05210690	DATE POSTED:	08/31/15
POSITION NO:	154831	CLOSING DATE:	09/14/15
POSITION TITLE:	Senior Construction Supervisor		
DEPARTMENT NAME / WORKSITE:	DNR/Water Resources Department/Crownpoint, NM		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Supervise and oversee all functions of the Crownpoint Water Resources office including the Pueblo Pintado and Tohajiilii field offices and its personnel in the construction, installation, repair, and maintenance of community and livestock water facilities. Coordinate activities with local, state and federal agencies as necessary. Prepare, review and implement specifications for materials used for construction, operation and maintenance of water facilities. Ensure compliance with established policies, procedures, rules and regulations pertaining to the safe transport of drinking water and safe working environment; ensure safe and proper operation and maintenance of assigned equipment; locate water sources for construction activities and advise Water Code staff on availability of water resources; prepare list of materials with specifications and obtain price quotes from vendors; ensure availability and accountability of materials and other project related supplies and equipment; perform staff evaluation in accordance with NN PPM; oversee preparation of monthly, quarterly reports for construction, operation and maintenance of all water facilities; select and recommend appropriate training for staff; attend local meetings and represent DWR/TCOB at local, state and federal level meetings. Maintain compliance of community water systems with USEPA standards; interpret and understand technical and engineering drawings of water systems and their infrastructures. 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 five (5) years of supervisory experience in the construction and maintenance of building and facilities, equipment operation and specialized work in areas of assignment.

Preferred Qualifications:

- Experience in construction or project management.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a Commercial Driver's License (CDL) Class A with HazMat Endorsement.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit - Type CDL within 90 days of date of hire and Waste/Wastewater Operator Certification within one (1) year of date of hire.

(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: Work requires standing, stooping, climbing, walking, carrying and performing 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.