

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

REQUISITION NO: DOT10711108  
POSITION NO: 242291  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 11/23/15  
CLOSING DATE: 12/08/15

DEPARTMENT NAME / WORKSITE: NDOT / Department of Roads / Dilkon, AZ  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AB64A  
WORK HOURS: 8:00am-5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 40,414.40 PER ANNUM  
SEASONAL:  Duration: \_\_\_\_\_ \$ 19.43 PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Establishes, plans and executes routine road maintenance services and activities within the road maintenance program in reference to the 82 IAM BIA Road Maintenance handbook for specification, standards, quality assurance and control checks; such as: proper drainages, blading, reshaping, erosions, crowning, sloping, backfilling, and installation of pipes and culverts. Coordinate, collaborate and communicate with Senior Heavy Equipment Operators, Heavy Equipment Operators, Equipment Operators, Engineers, Supervisors and Laborers in routine road blading schedules in accordance to all road specifications with tribal, county, state, and federal entities. Monitor and manage daily field/equipment activities for completion of projects and in compliance with Environmental Protection Agency, History Preservation Department and Water Code regulations and requirements of policies, laws, and procedures. Coordinate and collaborate with US DOT, FHWA, BIA DOT and other transportation agencies (county, state, schools and tribal entities to include: chapter and oversight committee) in regards to: public services, technical assistance, emergency responses, maintenance activities, and service requests in providing safe travels on the Navajo Nation roads for the general public. Closely works with Navajo Regional Transportation office in project planning, project development, and implementation of road improvements. Provide field supervision/management in planning, projects, scheduling in daily activities and operations. Monitor, evaluate and work with Supervisors, Sr. Programs & Project Specialist, Civil Engineers, Senior Accountant, Sr. Office Specialist and Department Manager in enforcing, enhancing and establishing department's policies and procedures.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration or closely related field; and two (2) years of program related experience.

**Preferred Qualifications:**

- Two (2) years responsible program related administration or management.
- Proficient in Microsoft Office software and other computer applications.

**Special Requirements:**

- Possess a valid state driver's license.

***(In order 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 modern principles and practices of program operations and planning, supervision and personnel management procedures and practices. Knowledge of NN, Federal, State laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities. Knowledge of budget and reporting system, financial controls, program analysis and performance measures. Knowledge of program operations, activities, mission and client service requirements. Skill in developing and analyzing program operating systems, procedures and controls, budgets and forecasts. Skill in operating and developing documents and reports, short and long term plans and performance measures. Skill in managing staff, and in maintaining an open communication and effective working relationships providing advise and direction to subordinate managers, supervisors and staff. Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

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