

PLANNER/ESTIMATOR

DEFINITION: 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.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

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.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of professional design, cost estimation practices related to remodeling, alterations 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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires attention to detail with potential exposure to loud noises, dust, toxic chemicals and fumes when working on project site.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Engineering, Architectural Drafting, Mechanical Engineering, Planning/Design or closely related field; and two (2) years of responsible construction trades, technical construction planning and cost estimating experience.

THE NAVAJO NATION

Class Code: 3327
Engineering Series
Engineering Support Group
Overtime Code: Exempt
Pay Grade: 65

PLANNER/ESTIMATOR

PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Engineering, Architectural Drafting, Mechanical Engineering, Planning/Design or closely related field.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.