

FIELD SUPERVISOR

DEFINITION: Under general supervision, performs work of moderate difficulty in supervising the construction or renovation of homes; 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:

Conducts periodic monitoring site visits, home surveys and assessments; prepares floor plans, material estimates and requisitions for housing materials; draws sketches of existing house conditions; supervises the construction or renovation of homes according to specifications; coordinates work schedules with engineers, plumbers and electricians to ensure projects are on schedule; interprets rules, regulations, policies of the program; reviews and approves invoices, exchanges materials, participates in work assignments as required.

Performs quality control reviews, monitors productivity, inspects projects for completeness, quality of work, and compliance with specifications and applicable codes and standards; reports project status or problems to Central Office; keeps client informed on stages of home construction and renovation; prepares required reports, correspondence and other documents; provides technical assistance and guidance to staff; supervises, trains, schedules and evaluates staff; attends chapter and community meetings to obtain client information; completes income verifications; attends conferences, training and meetings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable federal, state, county and local standards and regulations related to construction.

Knowledge of practices, procedures and methods of construction, maintenance and repair.

Knowledge of tools, equipment and materials used in construction, maintenance and repair.

Knowledge of project management and scheduling techniques.

Knowledge of general safety practices.

Knowledge of principles and practices of employee supervision, training and evaluation.

Skill in recognizing and resolving construction related problems.

Skill in preparing floor plans and materials estimations.

Skill in overseeing and supervising construction and maintenance tasks.

Skill in establishing and maintaining effective working relationships and communicating effectively.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: There is considerable need to stand, stoop, walk and perform other similar actions during the course of the workday. May lift and carry items up to 75 lbs.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and two (2) years of experience within the general building trades, one (1) year of which must have been in a supervisory/management capacity. Additional certifications may be required.

PREFERRED QUALIFICATIONS:

- Training course in the general building trade.
- Vocational Certification in Construction Trades.
- Three (3) years construction related supervisory and management experience.

THE NAVAJO NATION

Class Code: 3502
Construction and Architectural Series
Construction Supervisory Group
Overtime Code: Non-Exempt
Pay Grade: 60

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