



## CORNFIELDS CHAPTER JOB VACANCY ANNOUNCEMENT

DATE POSTED 03/07/2024

CLOSING DATE: 03/22/2024

POSITION TITLE: Construction Supervisor

DEPARTMENT NAME/WORKSITE: Cornfields Chapter

WORK DAYS: Monday – Friday REGULAR FULL

WORK HOURS: 8:00 am – 5:00 pm PART TIME  \$ 37,440.00 PER ANNUM

\$ 18.00 PER HOUR

### **DUTIES AND RESPONSIBILITIES:**

Oversees and directly supervises the personnel in the construction, repair activities; improvement and renovation of homes, plans project requirements and requisitions required materials, parts, tools and equipment; prepares construction schedules, floor plans, materials estimates and scope of work; provide direction, guidance and instruction; schedules and assigns duties; supervises and assists with the operation of the ARPA program maintains records, materials, supplies, equipment; instructs subordinates with work quality and projections; prepares projects status reports; keep an update cost reports, daily work reports and submit on scheduled basis. Plans, implements and maintains preventative maintenance program; identifies problem areas and recommends alternative and modifications; implements and enforces safety practices and procedures; performs quality control reviews, monitors productivity and inspects projects for completeness, quality of work and compliance with applicable codes and standards. Must adhere to Drug and Alcohol-Free Workplace policy of Navajo Nation. Assist Cornfields Chapter in operation of the ARPA program with developing reports, managerial duties. Assist with administrative tasks associated with ARPA funding.

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

#### **Minimum Qualifications:**

- A high school diploma/GED; one (1) year of supervisory or lead experience in the construction, carpentry of renovation of homes; or an equivalent combination of education and experience.

#### **Special Requirement:**

- Possess a valid state driver's license

#### **Special knowledge, Skills and Abilities:**

Knowledge of applicable policies, practices and procedures related to work assignment.

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

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

Knowledge of project management and scheduling techniques.

Knowledge of occupational hazards and safety procedures.

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

Skill in preparing scope of work and construction plans and specifications.



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Skill in scheduling and directing construction tasks.

Skill in inspecting and evaluating construction, and repair activities.

Skill in supervising, training, evaluating employees and scheduling work assignments and activities.

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

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** There is considerable need to stand, stoop, climb, walk, carry and perform other similar actions during the course of the workday. May lift and move items weighing up to 100 lbs.