

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 245408 Date Posted: April 11, 2024
 CLASS CODE: 9162 Closing Date: **Open Until Filled**
 POSITION TITLE: **Construction Project Manager**
 DEPARTMENT NAME: Administrative Director of the Courts
 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Permanent: <input checked="" type="checkbox"/>	Salary Range: \$75,585.60 - \$87,591.60
Hours: 8AM to 5PM	Temporary: <input type="checkbox"/>	Hourly Range: \$36.20 - \$41.95
No. Hrs./Wk.: 40	Part-Time: <input type="checkbox"/>	Grade/Step: CE69A – CE69F

DUTIES AND RESPONSIBILITIES

Under the direction of the Administrative Director of the Courts, shall manage extensive and complex planning, design, construction, and infrastructure projects; shall manage, plan, coordinate, and direct building or facility construction, infrastructure, and capital improvement projects for the Judicial Branch of the Navajo Nation requiring initiative, independent judgment and decision making, serves as lead coordinator on assigned projects and performs related work as assigned; shall develop projects based upon needs of customers, fiduciary duties, security concerns and funding requirements. Implements design projects based upon Diné traditional teachings and fundamental law. Manages, coordinates, and directs building or facility, infrastructure, and capital improvement projects, including project coordination with other departments, chapters, businesses, and/or stakeholders, including but not limited to the federal, state, and tribal projects. Works with the Judicial Branch, Navajo Nation administrators, and other officials to achieve project objectives; implements scope of work and project work plans. Develop projects specific to the various courts and programs of the Judicial Branch with the varying needs and services being provided. Coordinates courtroom and chamber layout with individual jurists and coordinates with all parties on design and space layout plans, including court security matters and securing of evidence and sensitive areas pursuant to Diné fundamental law and traditional teachings. Researches and analyzes best practices for building projects and make recommendations. Assesses, prioritizes, and responds to project needs and problems as required. Provides recommendations for procurement regarding purchase requests for equipment, supplies, and miscellaneous services. Serves as a liaison with contractors, architects, engineers, and consultants to assist professionals in the design and construction of new or remodeled Judicial Branch facilities. Monitors and reviews contractual requirements, design principles, and standards. Exercises a high level of knowledge and expertise in technical aspects of capital projects and working knowledge of managing the financial aspects. Develops and implements project-specific policies, procedures, directives, and work instructions as assigned by the Administrative Director of the Courts. Prepares reports, schedules, forms, and other documents and information based on research and evaluation of issues and problems. Reviews and specifies requirements for new construction and remodeling projects, building maintenance, building security, electrical and mechanical systems, landscaping, life safety, space utilization, furnishings, and long-term facilities planning. Develops and defines scope(s) of work and schedule(s), ensuring projects are properly planned and that performance measures are in accordance with scope of work; monitors schedule and budget; ensures reporting requirements, project deliverables, and schedule resources. Manages contractors to ensure completion of required scopes of work. Coordinates with appropriate authorities and other Navajo Nation entities to ensure required documents are completed before closure of the project. Assists the Administrative Director of the Courts in the development of budget contingency plans considering risks associated with the specific type of project, monitoring and managing approved construction costs with the concurrence of the Administrative Director of the Courts. Monitors and maintains a schedule of all elements of construction project management and that they are incorporated before initiation of construction, coordinating schedules and any changes with appropriate authorities. Shall ensure that project deliverables are completed on time, within budget, and of the specified quality and time. Participates in public meetings and processes on project-related issues. Resolves problems and project obstacles by identifying appropriate strategies and approaches. Attends, leads and coordinates meetings and trainings as required. Provides technical advice and recommendations. Conducts research when necessary. Performs project-related reviews, assessments and inspections to ensure compliance with project scope, regulatory requirements and sound professional practices. Coordinates plan reviews and project management activities. Monitors projects for compliance with approved plans and contract specifications. Coordinates work of consultants and related personnel. Maintains quality assurance of assigned projects.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A Bachelor's degree in Architecture, Architectural Engineering, Project Management, Construction Management, Civil Engineering, Public or Business Administration, and six (6) years of progressive and proven construction project management work experience coordinating, administering and monitoring a variety of community development and infrastructure projects; or, an equivalent combination of education, training and experience that provides the capabilities to perform the described duties.

Preferred Qualifications: A Master's degree in the above-named fields. Experience in developing fund management plans or strategic plans for facility construction/infrastructure. Previous government purchasing experience.

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: October 01, 2010

CONTACT INFO: Judicial Branch Human Resources
 Post Office Box 520 Window Rock, Arizona 86515

Telephone (928) 871-7025 or (928) 871-7023 ♦ **Facsimile** (928) 871-6862 ♦ **Website** courts.navajo-nsn.gov

Special Knowledge, Skills, and Abilities:

Knowledge of: Knowledge of principles and practices of landscaping, architecture, mechanical, electrical, water and civil engineering. Knowledge in construction methodologies and procedures. Knowledge of methods and practices used in the design and construction of capital projects. Knowledge of project planning, scheduling and budgeting. Knowledge of project management practices and procedures. Knowledge of principles and practices of contract negotiations, contract administration and construction management. Knowledge of federal, state, Navajo Nation laws, rules, regulations and guidelines related to construction, maintenance, 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 Diné Fundamental Laws, and Navajo traditional values, and concepts and teachings. Knowledge of construction material specifications and qualities. Knowledge of management and administrative principles and practices.

Ability to: Ability to provide construction and technical assistance of infrastructure projects. Ability to coordinate a team of professionals of different disciplines to achieve the best results. Ability to design, develop, implement and oversee multiple construction projects. Ability to ensure compliance with safety, health and environmental protection rules and regulations. Ability to safely inspect construction site for compliance with construction specifications. Ability to oversee and manage construction costs. Ability to use a personal computer with a variety of software applications. Ability to determine appropriate methodology for successful completion of major projects, including research, planning, contract management and compliance. Ability to review and interpret construction plans for compliance with standard engineering practices. Ability to initiate and conduct effective meetings for construction projects. Ability to monitor project status, schedules and budgets. Ability to determine adherence to specifications on a variety of construction jobs. Ability to compute quantities, make cost estimates and evaluate bids and change orders. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

License/Certification Requirements:

Requires a valid state driver's license. Within 90 days of employment, must: 1) pass a criminal background check, 2) obtain a Navajo Nation vehicle operator's permit, 3) become Financial Management Information System (FMIS) 6B certified, 4) obtain a cardiopulmonary resuscitation (CPR) and first aid certification, and 5) receive OSHA-10 general industry certification.

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.