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## Job Vacancy Announcement

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### Project Manager

Job Description available on Kayenta Township website.

**Department: Community Development**

**Location: Kayenta, AZ.**

**Closing Date: Open Until Filled (Posted August 25, 2020)**

Salary: \$49,067.20- \$69,912.00 Depending on Experience (DOE)

Township sponsored employee benefits, including:

- 401(k) retirement saving
- Health, Dental, Life, & Vision Insurance
- Sick/Vacation/Holiday Pay

To apply for a vacant position, please submit the following (incomplete application and/or missing requirements will not be considered):

- 1. Kayenta Township Employment Application**
- 2. Résumé**
- 3. Copy of Degrees/Certificates/Licensures**
- 4. Three (3) Letters of Recommendation**

Applicants are subject to criminal backgrounds for suitability of employment and a pre-employment drug testing. Offers of employment are contingent to successful passing the required background & drug testing.

All positions require a valid state driver's license.

Housing will not be provided.

Completed application packets can be mailed, hand-delivered, faxed to:

**Kayenta Township**  
**Attn: Stephen Young- Project Coordinator**  
**P. O. Box 1490**  
**Kayenta, AZ 86033**  
**Phone: 928.697.8451**  
**Fax: 928.697.8461**

Visit Kayenta Township at [www.kayentatownship-nsn.gov](http://www.kayentatownship-nsn.gov) for an application and full job description.

The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act (NPEA) and the Veterans' Preference.

## PROJECT MANAGER

**DEFINITION:** Under the direction, performs project management work of considerable difficulty in managing and providing professional project management services from inception and design to completion; manages, plans, coordinates, and directs building or facility, infrastructure and capital improvement projects requiring initiative, independent judgment and decision making; serves as lead coordinator on assigned projects; 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:** Manages, coordinates and directs building or facility, infrastructure and capital improvement projects, including project coordination with other departments, chapters, businesses and/or stakeholders; works with Kayenta Township Administrators to achieve project objectives; implements scope of work and project work plans; develops and implements project specific procedures, directives and work instructions; develops and defines scope of work and schedules; ensures projects are properly planned, performance measures are in accordance with scope of work, schedule and budget, reporting requirements, project deliverables and scheduled resources; ensures statement of work specifies that contractors complete required information; executes closeout activities are in conformance with standards, specifications, and contract; coordinates with appropriate authorities and Office of Environmental Health to ensure appropriate documents are completed prior to closure of the project.

Develops budget contingency plans considering risks associated with specific type of project; monitors and manages construction costs and risk factors; tracks all funds and ensure that funds are drawn down from appropriate accounts; tracks project costs and schedules; monitors and maintains schedule of values and ensures that all elements are incorporated prior to initiation of construction; coordinates schedules and any changes with appropriate authorities; disseminates project charge codes to authorized personnel; reviews and approves expense reports, pay applications, and invoices; reviews consultant/contractor monthly progress payment requests and schedules of values; monitors payment receipts and disbursements; ensures that project deliverables are completed on time, within budget and of the specified quality.

Participates in public meetings and processes on project-related issues; resolves problems and project obstacles by identifying appropriate strategies and approaches; 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.

Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Knowledge of principles and practices of landscaping, architecture, mechanical, electrical, water and civil engineering.
- Knowledge of the 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 Township 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.
- Skill in responding to requests for construction and technical assistance of infrastructure projects.
- Skill in using effective verbal and written communication skills in the 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 the use of computers, processing of costs and schedule information.
- Skill in establishing and maintaining effective working relationships.
- 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 meeting 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.
- Ability to use MS Word, Excel, PowerPoint, Access, and other related MS Software.

**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 requiring protective equipment. There is considerable need to stand, stoop, climb, walk, carry and perform other similar actions during the course of the workday.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Project Management, Construction Management, or closely related field; and two (2) years of project management work experience coordinating, administering and monitoring a variety of community development and infrastructure projects.

**PREFERRED QUALIFICATIONS:**

- Master's Degree in Project Management, Construction Management or closely related field; two (2) years of supervisory project management or community development experience.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.
- Depending upon the needs of the Kayenta Township, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.