



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Construction Management Department - Fort Defiance, Arizona
SALARY : \$24.8288 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the fourth of five levels in the Planning & Development series. Incumbents oversee the researching, planning and construction of new housing developments for a specified region or territory and oversee the work of lower-level Development staff. Responsibilities could include reviewing and approving the projects to be included in Indian Housing Plans; conducting site feasibility studies; preparing bid documents and conducting bid openings; coordinating the work of contractors; establishing budgets and accounts; inspecting construction to ensure compliance with building standards and preparing recommendations; and approving contractor payments. The Senior Development Coordinator is distinguished from the Development Coordinator by its lead level responsibilities and the responsibility for a defined region. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Oversees and coordinates housing projects which includes inspecting the work of lower level staff; reviewing and approving project plans; conducting site feasibility studies; preparing bid documents and conducting bid openings; coordinating the work of contractors; and monitoring and ensuring compliance with standards and regulations.
- Gathers and analyzes data for use in a housing development plans; prepares related maps and/or graphics; writes summaries and/or conclusions based on findings; monitors housing projects and development plans.
- Coordinates the inspection of construction projects with applicable staff and/or external contractors, vendors, engineers, and/or architects. Inspects construction sites to ensure conformance with plans and specifications. Monitors planning compliance with internal and external rules, regulations, and codes.
- Monitors an operational budget, which includes establishing budgets and accounts and reviewing and approving contractor payments.
- Reviews development plans and recommends specific solutions for project designs related to area of assignment; integrates plans among and between adjacent developments and finds alternative solutions to complex capacity and design problems.
- Prepares and maintains a variety of operational records and reports
- Performs other duties of a similar nature or level

Required Skills:

- Reading maps and scales;
- Applying applicable laws, ordinances, codes, rules, and regulations;
- Preparing operational records and reports;
- Relating planning needs with impacts of planned developments;
- Conducting research;
- Maintaining operational records;
- Monitoring and establishing budgets;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.
- Facilities planning terminology, methods, materials, practices, and techniques;
- Construction principles and practices;
- Project management principles;

Required Experience:

- Valid Driver's License
- Bachelor's degree in planning, construction management, project management, or an Equivalency;
- Five years of related experience; including one year of lead or supervisory experience.
- Project Management Certification

How to Apply:

Applicants must submit a completed NHA application. including an updated resume and unofficial transcripts or degree(s). Email completed application packet to nhahr@hooghan.org or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.

03/25/2022