



## JOB VACANCY ANNOUNCEMENT

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**JOB LOCATION** : Risk Management - Fort Defiance, Arizona  
**SALARY** : \$26.1329 per hour  
**CLOSING DATE** : Open Until Fill (OUF)

### Class Summary:

This class is the third of five levels in the Planning & Development series. Incumbents research, plan and monitor the construction of new housing developments. Specific duties will vary in accordance with assigned area: **Planning** - Specific responsibilities could include preparing projects for inclusion in Indian Housing Plans; initiating site feasibility studies; preparing bid documents and assisting with bid openings; coordinating the work of contractors; and monitoring construction progress. **Quality** - Specific responsibilities could include coordinating construction, engineering and environmental reviews prior to construction; developing and recommending budgets and accounts; inspecting construction to ensure compliance with building standards; approving contractor payments; and compiling warranty documentation. **Estimator/Scheduler** – Specific responsibilities could include preparation & maintenance of project cost estimates & schedules for planned construction activities; preparing accurate project timelines, project labor and material estimate cost; analyze project cost proposals and cost effectiveness of product and services; coordinate and monitor all project activities and expenditures as it relates to the estimate and project timelines. 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:

- Gathers and analyzes data for use in a housing development plan; prepares related maps and/or graphics; writes summaries and/or conclusions based on findings; monitors housing projects and development plans; develop cost analysis and estimates for project activities;
- 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 project timelines and project progress
- Assists in the development and/or maintenance of short and long-range planning activities.
- 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;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### Required Experience:

- Valid Driver's License
- Bachelor's degree in planning, construction management, project management or related field or related or an equivalency;
- Project Management Certification,
- Construction Trade Certifications,
- Two years of related experience.

### 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](mailto: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