



Navajo Agricultural Product Industry Job Description

Job Title: **Civil Works Supervisor**

Location: **371 Duty Station**

Work Schedule: **Regular/Full time/Varied Hours/Weekends (if necessary)**

Department: **851 – Operations & Maintenance**

Exemption Status: **Exempt** Grade: **25*** Salary Range: **\$ DOE**

Reporting Relationship: **This position reports to the Operations & Maintenance Manager**

Summaries of Duties and Responsibilities

This position was created to supervise the maintenance, repair and replacement of the Navajo Indian Irrigation Project (NIIP) water delivery system facilities and equipment (Navajo Dam Headworks, Cutter Dam, Main and Gravity Main Canal, Amarillo Canal, Burnham Lateral, and Coury Lateral). Maintains and ensures the operation of the 371 Duty Station yard, warehouse, offices, and facilities

Shared Responsibilities:

- Support the mission, vision, and goal of Navajo Agricultural Products Industry.
- Support excellence in our customer service philosophy.
- Adheres to all company policies and procedures.
- Follow safety guidelines and participate in trainings.
- Practice good stewardship of NAPI property and follow policy.
- Act in a professional manner at all times.
- Function from INTEGRITY, HONESTY, and LOYALTY in all activities concerning NAPI.
- Follow the current NAPI Strategic Plan initiatives.
- Maintain a team environment with other departments.
- Champion NAPI in the community.

Primary Duties and Responsibilities:

Essential Functions

1. Provides leadership and guidance including personnel scheduling, maintenance projects, staying within budget limits, maintaining daily attendance records, personnel job performance appraisal, and complying with NAPI policies and procedures.
2. Examines and inspects work progress, equipment, and construction sites to verify safety and to ensure that specifications are met



Navajo Agricultural Product Industry Job Description

3. Reads specifications such as construction drawings to determine construction requirements and to plan procedures.
4. Estimate materials, equipment, and worker requirements to complete projects. Supervise, coordinate, and schedule the activities of construction workers.
5. Confers with managerial and technical personnel, other departments, and contractors in order to resolve problems and to coordinate activities
6. Locates, measures, and marks site locations and placement of structures and equipment, using measuring and marking equipment.
7. Assigns work to employees, based on material and worker requirements of specific jobs.
8. Supervises subcontractors heavy equipment fleet and provides technical leadership in the selection on specialty equipment for use on NIIP work activities.
9. Provides supervision, direction, and coordination of maintenance activities with O&M departments and NAPI farm managers.
10. Develops weekly, monthly and annual department reports.
11. Coordinates with the Bureau of Reclamation (Reclamation) to address repairs and/or replacement of identified deficiencies under cooperative agreements maintaining work programs. Costs, expense, and man-hour files for submittal to Reclamation for reimbursement.
12. Prepares appropriate digital records and reports of heavy equipment utilization, inventory, maintenance, and repairs, replacement needs, and disposal.
13. Oversees an efficient field operation of welders, mechanics, maintenance technicians, and heavy equipment operators.
14. Analyzes problems and derives answers from researching data or asking questions.
15. Makes sound management decisions, exhibits good organizational skills, and demonstrates ability to handle multiple tasks.
16. Maintains effective working relationships with co-workers and customers, stresses excellent customer service, and upholds high ethical standards of accountability and integrity.
17. Possess and maintains a valid Commercial Driver's License throughout duration of employment. Must meet Bureau of Indian Affairs driving requirements.
18. Must be able to respond to emergencies 24 hours a day, seven days a week during irrigation season. (March to October)
19. Trains and supervises employees in Computerized Maintenance Management System (CMMS) work order program to provide scheduling, estimating, cost tracking of NIIP facilities, equipment and work projects.
20. Conducts regular safety meetings stressing safety in the work place, completing



Navajo Agricultural Product Industry Job Description

proper documentation of incidents, accidents, injury, and property damage.

21. Performs other related duties and assignments as required.
22. Performs contract administration of subcontracts on maintenance projects including letters, change order, proposals, RFP, budgets, schedules, and exhibits.

Performs other related duties and assignments as required.

Education, prior work experience, and specialized skills and knowledge:

- This job requires a High School Diploma (or GED or High School Equivalence).
- Must have a CDL or familiarity of equipment through heavy equipment training.
- This job requires extensive college course work in engineering, fluid mechanics, electrical theory, concrete theory, concrete structure, hydraulics, economics or a relative field of study.
- A degree in Engineering (Civil, Mechanical, or Electrical or a relative field of study is highly preferred.
- This job requires previous work related skill, knowledge, or experience in an Operations & Maintenance project that is comparable in size and complexity as the Navajo Indian Irrigation Project.
- Previous proven excellent supervisory skills are required.
- Education/Training can be substituted for work experience.
- Ability to use a computer and computer programs is required.
- Ability to use search engines, data queries, and assimilate printed information.
- Must be able to speak in public.
- Must have the ability to communicate effectively orally and in writing in English. Navajo language is helpful.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of materials, methods, and the tools involved in the construction or repair
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective operations for the protection of staff, property, and maintenance.
- Knowledge of business and supervisory principles involved in strategic planning, resources allocations, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Determining the kind of tools and equipment needed to do a job.



Navajo Agricultural Product Industry Job Description

- Recommend or initiate personnel actions, such as hires, promotions, transfers, discharges, and disciplinary measures.
- Counsel employees about work-related issues and assist employees to correct job-skill deficiencies.
- Managing one's own time and the time of others. Adjusting actions in relation to others' actions.
- Talking to others to convey information effectively. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- The ability to apply general rules to specific problems to produce answers that make sense.
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Analyzing information and evaluating results to choose the best solution and solve problems.
- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Getting members of a group to work together to accomplish tasks.
- Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
- Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being careful about detail and thorough in completing work tasks
- Job requires a willingness to lead, take charge, and offer opinions and direction.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Job requires persistence in the face of obstacles
- Performs duties in all weather conditions.
- Ability to complete tasks as directed by supervisor.
- Job requires a pleasant demeanor with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being honest and ethical.
- Job requires being sensitive to others' needs and feelings (negative or positive) and to considerable variety in the workplace.
- Job requires a willingness to take on responsibilities and challenges.



Navajo Agricultural Product Industry Job Description

- Job requires keeping up-to-date technically and applying new knowledge to your job.
- Job requires adhering to dress codes standards and personal protective equipment.

Physical environment and working conditions:

This job requires you to work in and out of the office with exposure to heat and cold temperatures.

Physical Demands

Strength	Hearing	Kneeling
Stamina	Visual Acuity	Crouching
Physical Flexibility	Visual Color Perception	Squatting
Reaction Time	Sitting	Crawling
Whole Body Steadiness	Standing	Twisting
Manual Dexterity	Walking	Climbing
Lifting 50# minimum		

Business machines and computer software used:

Government Services Administration (GSA), a Personal Computer or Laptop, Windows XP, Microsoft Office Suite 2007 (Word, Excel, Power Point, Project, & Outlook), Famous Accounting Software, Two-Way Radio, and MAXIMO Software.

Other factors, such as access to confidential information or contact with the public:

Must read and acknowledge NAPI's Non-disclosure agreement.

I have reviewed the above job description and have an understanding of my job duties. I understand I will be evaluated on each of the duties described above.

_____ Employee _____ Date

_____ Supervisor _____ Date



Navajo Agricultural Product Industry Job Description
