



## **SUPERVISOR**

Water Resources Program  
Department of Natural Resources

Reports To: Program Manager  
Salary/Hourly Range: 30  
FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED  
PD Revised: 02/22/2020

### **INTRODUCTION**

This position is responsible for supervising and directing activities in support of the Hopi Tribe Water Resources Program non-point source rehabilitation projects. The work consists of duties directing stonemasons using various processes and methods to complete project specific tasks. Decisions regarding what needs to be completed include the assessment of work plans, interpretation of data, planning of the work, and refining methods and techniques to be used. Duties also require making complex decisions regarding the construction of native stonework structures. Duties also include assisting with labor intensive work including lifting, digging, cutting, chopping, and other related tasks.

### **KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Knowledgeable of the stonemason trade and construction of retaining walls, stone laying, stone quarrying and other related types of masonry.
2. Knowledgeable in basic techniques of laying PVC pipes, fence installation and other project related tasks.
3. Provide supervision; gives clear direction and instruction; and leadership to stonemasons and laborers in completing project tasks.
4. Ability to provide materials list to the Water Resources Program staff required to complete the project.
5. Identifies problems and recommends solutions for completing tasks described in the project work plan to the Field Technicians and Program Manager.
6. Recognizes safety issues and ensures work areas are inspected and safe.
7. Mindful of culturally sensitive areas around project sites when planning and performing tasks.
8. Assists Field Technicians with other project related tasks when requested.
9. Performs other related duties as assigned to achieve Tribal/Program goals and objectives.

### **PERSONAL CONTACTS**

Contacts are with employees within and outside the immediate work area, supervisors, and personnel of the Hopi Tribe, and the general public. The purpose of these contacts is to exchange factual information, provide assistance, coordinate work efforts and establish a network of services.

### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

The work involves long periods of bending, stretching, climbing, walking over uneven terrain and rocky surfaces, and lifting objects in excess of 50 lbs. Working in extreme weather conditions may be encountered periodically. Working outdoors and exposure to biological threats such as spiders, snakes, and dogs may occur. The incumbent is expected to adhere to safety precautions and wear protective clothing and gear. Work hours may be extended beyond the normal eight (8) hour daily work schedule.

### **MINIMUM QUALIFICATIONS**

Education: High School diploma or GED certificate; AND

Experience: Two (2) years' experience in stone masonry, plumbing and supervision of staff; OR

Equivalent combination of Education, Training, Experience which demonstrates the ability to perform the duties.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of quarrying stone and the use of related tools and equipment
- Knowledge of plumbing
- Knowledge of related safety practices and procedures
- Knowledge of construction techniques
  
- Skills in assessing construction techniques using native stone
- Good written and verbal communication skills
- Good public relation skills
  
- Ability to pay strong attention to accuracy and detail
- Ability to work well with others
- Ability to lift 20 pounds
- Ability to climb, bend and stoop
- Ability to walk on uneven terrains
- Ability to work in outdoor temperature extremes
- Ability to plan, implement and accomplish work in accordance with established objectives, priorities and timelines
- Ability to provide updated progress reports

**NECESSARY SPECIAL REQUIREMENTS**

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of criminal misdemeanors at the local, state, or federal level within five (5) years of application.