

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOT10311542</u>	DATE POSTED:	<u>02/29/16</u>		
POSITION NO:	<u>243172</u>	CLOSING DATE:	<u>03/11/16</u>		
POSITION TITLE:	<u>Engineering Technician</u>				
DEPARTMENT NAME / WORKSITE:	<u>DOT/Department of Project Management/Tse Bonito, NM</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input type="checkbox"/>	GRADE/STEP:	<u>AB58A</u>
WORK HOURS:	<u>8:00 am to 5:00 pm</u>	PART TIME:	<input checked="" type="checkbox"/>	NO. OF HRS./WK.:	<u>24,128.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>11.60</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Conduct services field site visits on Federal Highway Administration funded scheduled road blading and other road projects to provide direct computer-aided design (CAD) services. Will utilize the CAD software to create design plans in the engineering and construction for road project(s), to intensify the productivity of the designer and to improve the quality of the designs. Shall participate in bi-weekly meetings to discuss the practicality of each road construction design plan and updates and insure it meets AASHTO standards. Will schedule occasional field visits to assess the design quality. Will use the AutoCad and/or MicroStation system to generate accurate GPS coordinate points.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of basic surveying or AutoCAD work experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of basic GIS, AutoCAD and GPS practices. Knowledge of AASHTO standards. Knowledge of computer hardware, software and peripherals related to area of assignment. Knowledge of basic surveying and mapping practices. Knowledge of computer assisted drafting and design practices and methods. Knowledge of recordkeeping and file maintenance practices. Skill in utilizing verbal and written communication for development of reports. Skill in utilizing computer software to develop designs, drafting, maps and reports. Skill in utilizing customer service techniques when responding to inquiries and complaints. Skill in establishing and maintaining effective working relationships.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.