

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR05220819

DATE POSTED: 03/29/21

POSITION NO: 938294

CLOSING DATE: OUF

POSITION TITLE: Associate Civil Engineer

DEPARTMENT NAME / WORKSITE: DNR/Department of Water Resources - Ft. Defiance, AZ.

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: BK65A

WORK HOURS: 8:00 am-5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 54,726.48 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 26.21 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Assist with study, collecting, surveying, investigation, assembling, examining, analysis and evaluation of engineering/technical data for design and construction of water distribution systems, storage tanks, dam embankment and related structures, irrigation canal systems and domestic water facilities. Assist with planning, organizing and reviewing work of engineering technicians involved in surveying and drafting related to water development and improvement projects. Assist with project scope of works, design specifications, cost estimate, project schedules and material listing of water development projects. Assist in construction oversight and final inspections. Assist in preparing final as-built, drawings and maintain all such technical data and records. Assist with compliance of all established and applicable construction and safety policies procedures, laws, rules and regulations. Prepare progress and final construction reports including all technical information. Participate in meetings with Local, State and Federal Agencies. Attend trainings, conferences, workshops to gain knowledge and field experience.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Civil Engineering, Mining, Environmental or related engineering degree.

**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:**

Considerable knowledge of theory and quand basic principal of civil engineering, basic mathematical formula research methods, computer hardwaste, software, techniques and practices, knowledge of the Navajo Nation, Federal and State Laws, Codes and Regulations. Ability to communicate effectively both in orally and writing.

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