

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05215114

DATE POSTED: 04/05/18

POSITION NO: 242903

CLOSING DATE: 05/02/18

POSITION TITLE: Civil Engineer

DEPARTMENT NAME / WORKSITE: Water Resources -Water Code - Ft. Defiance, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AJ65A

WORK HOURS: 8:00 am-5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 51,126.40 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 24.58 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Supervise the Water Code staff on a daily basis. Prepare monthly and quarterly reports. Assist with annual program budget. Assist other Department branches, programs, etc. with strategic planning. Ensure water code compliance and other applicable regulations. Analyze water use and drilling permit applications, allocation of water, etc. Coordinate with other DWR branches, programs, etc. for evaluation of water sources for various projects. Prepare engineering reports, projects evaluations, etc. Conduct inspections for water and drilling permits activities, etc. and maintain all related records. Coordinate water use disputes with legal counsel for resolutions, Provide assistance to local, state and federal agencies for understanding of the Navajo Nation Water Code water use and drilling permits, application and usage fees.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Civil Engineering or related engineering field; and two (2) years responsible work experience as a Civil Engineer and/or related work in public infrastructure construction; or an equivalent combination of education and experience.

Special Requirements:

- Posses a valid 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 flow/volume measures and storage methods. **Skill:** in scheduling and providing surveillance of methods; **Ability:** to resolve problems through mathematical formulas and calculations; use gps, computers, scientific calculator; coordinate, managing, scheduling and controlling multiple phases of projects.

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