

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10611993

DATE POSTED: 06/06/16

POSITION NO: 946300

CLOSING DATE: OUF

POSITION TITLE: Principal Engineering Technician

DEPARTMENT NAME / WORKSITE: NDOT/Planning Department, Chinle, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AB63A

WORK HOURS: 8:00 AM - 5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 37,065.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 17.82 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Plans, schedules and monitors work assignments; provides technical assistance guidance to assigned staff; trains department staff in the safe and proper use of equipment; provides and enforces safety regulations and procedures; conducts surveys; collects and downloads field survey data into computer and information management system; drafts or plots home sites, roads, business sites, land withdrawal sites, vicinity maps, topographic maps, highway right of way, construction sites, open dump sites and abandoned mine lands. Performs calculations relating to intervals between specified monuments to obtain correct distances; verifies accuracy of drafts; maintains database of maps, records and files; interprets maps, conducts special studies, gathers applicable data; evaluates data to determine feasibility for construction reports or rehabilitation; prepares plans, specifications, scope of work and cost estimates for projects; prepares required reports; evaluates projects and recommends repairs, rehabilitation or construction; inspects and monitors construction. Tests survey equipment; maintains, correlates and calibrates survey instruments; assists with budget development and purchasing of equipment and supplies; meets with vendors and contractors to provide or receive technical assistance; maintains computer hardware and software related to surveying. Works extensively on the Long Range Transportation Plan, and Tribal Transportation Improvement Plan, Regional Routes, and Annual Inventory of all BIA, County and Tribal Routes.

Minimum Qualifications:

- An Associate's degree in Civil Engineering, Computer Science or related field; and three (3) years of senior engineering technician work experience, one (1) year of which must have been in a supervisory and/or management capacity.

Preferred Qualifications:

- An Associate's degree in Pre-Engineering.
- A Bachelor's degree in Civil Engineering.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Must possess 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:

1) Knowledge of Geographic Information Systems (GIS), surveying, mapping, and Global Position Systems (GPS) practices; 2) Knowledge of basic computer hardware and software, and 3) Knowledge of legal land description development and interpretation. Skills and Abilities: 1) Ability to verbally communicate in Navajo Language to provide presentation at Chapter Meetings; 2) Must have ability to produce written communications for reports writing and correspondences; and 3) Customer services techniques/telephone/etiquette when responding to inquires and complaints. 4) Ability to meet annual deadlines.

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