

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

REQUISITION NO: DNR05212026

DATE POSTED: 06/13/16

POSITION NO: 243003

CLOSING DATE: 06/24/16

POSITION TITLE: Senior Engineering Technician

DEPARTMENT NAME / WORKSITE: Water Resources / San Juan Irrigation Rehabilitation / Shiprock, NM

WORK DAYS: M - F REGULAR FULL TIME:  GRADE/STEP: AB60A

WORK HOURS: 8:00 am - 5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 28,600.00 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 13.75 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Serves as survey party leader; conducts topographical, route, leveling (tacheometry), construction, as-built, differential, traverse and trigonometric surveys; instructs rod person on proper JOB SPECIFIC surveying methods; locates boundary and section corners; checks surveys; records field measurements and sketches; computes survey data; prepares plats; conducts and provides on-the-job training to new and or temporary employees.

Reduces survey notes, drafts survey notes with computer aided drafting software and prepares drawing for review by ENGINEER; instructs and oversees other technicians or student workers in drafting assignments; assigns and reviews work that involves calculating distances, volumes and area from profiles; plans, designs and prepares maps, charts and other illustrative materials; establishes elevations, final and profile grades; researches, assembles and records data; inventories drafting and surveying equipment; upgrades computer software and equipment.

Provides field construction oversight activities to ensure work is within design specifications; performs grade checks, staking, coordinates with ENGINEER for on-site design modifications; conducts field evaluations, investigates and researches DWR; records, maps and files, to ensure no duplication of works occurs; evaluates and communicates to ENGINEER projects for repairs, rehabilitation or construction; prepares, maintains and updates project folders; compiles status reports; drafts construction plans complete with elevations; prepares design with notes and drawings; visits site and performs construction stake outs; prepares material specifications and cost estimates.

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

**Minimum Qualifications:**

- A high school diploma or GED; and two (2) years engineering technician 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 Geographical Information System (GIS) and Global Positioning System (GPS) methods and practices.

Knowledge of engineering plans, maps and specifications.

Knowledge of computer hardware, software and peripherals related to area of assignment.

Knowledge of surveying and mapping methods and practices.

Knowledge of computer aided drafting and design practices and methods.

Knowledge of recordkeeping and file maintenance practices.

Knowledge of Survey Grade Global Positioning System methods and practices

Skill in utilizing verbal and written communication for development of reports and legal documents.

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 researching, analyzing and interpreting technical information and drawing valid conclusions.

Skill in prioritizing, scheduling, assigning and reviewing work.

Skill in developing specifications and projecting cost estimates.

Skill in establishing and maintaining effective working relationships.

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