THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0528944**	DATE POSTED:	**07/14/14**
POSITION NO:	243001	CLOSING DATE:	**07/25/14**
POSITION TITLE:	**Principal Civil Engineer**		
DEPARTMENT NAME / WORKSITE:	**DNR/Water Resources / San Juan Irrigation Rehabilitation / Shiprock, NM**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Z69A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 69,076.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 33.21	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Prepares long and short term plans for development, management, construction, rehabilitation and upgrade of San Juan Irrigation Projects and implements policies of the Navajo Nation. Study, engineer, design, research, examines and analyzes critical and highly complicated engineering data for design, construction and rehabilitation of advanced level & complicated irrigation, municipal & industrial water distribution systems, irrigation siphons, major irrigation diversions, gates, canals, storage tanks, reservoirs, embankments, etc. Research, explores, prepares and conduct direct reviews of special, critical and complicated engineering reports, studies, project proposals, cost estimate, designs, technical specifications and provides construction oversight. Plans, organizes, manages, directs and reviews work of engineers, engineering consultants, advanced level/complicated technical/engineering reports, cost estimates including such work done by state and federal agencies. Develops contracts and contract documents for major project construction in conjunction with state and federal agencies. Makes and approves complicated/controversial changes in design and specifications on site during construction as may be required. Participates in value engineering for complicated and controversial project and represent the program at high level technical meetings. Serves as expert technical witness, provides testimony and technical reviews on major legal litigation concerning water right issues. Directly undertakes grant proposal writings to generate outside funding from local, state and federal agencies for water related projects. Research and explores new methods to enhance quality and productivity and in house technical capability/self-sufficiency.

Works directly under administrative direction of Branch Director, Technical Construction and Operations Branch, Department of Water Resources. Formulate plans, directs, manages, and implement policies and procedures for development, management, protection and beneficial utilization of the Navajo Nation waters to address the present and future needs for irrigation, domestic, industrial and livestock water. Directs, manages and supervises Shiprock San Juan Irrigation Office in accordance with the established goals and objectives. Assign task to the staff, review their work and performance. Keep the Branch Director, Director and Executive Director informed of the program activities and may represent the program at executive level.

Reviews and ensures submittal of monthly, quarterly and annual progress reports. Ensures accountability of the program budget including state and federal funding. Ensures compliance with all applicable policies, procedures, laws, rule and regulations. Coordinate program activities with local, state and federal agencies including Navajo Nation divisions, departments, chapters, NTUA, NECA, NAPI, BOR, BIA, NRCS, USDA, etc. Develops proposals to revise policies and legislation impacting engineering projects and presents & defends them before higher authorities/oversight committees. Attend meetings, training, conferences, workshops, etc. Assist Branch/department with short and long range planning, water development strategy document, emergency/drought conditions. Ensures compliance with all Navajo Nation policies, procedures, laws, rules and regulations pertaining to all program activities. Assumes delegation of authority as may be required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Civil Engineering or a related engineering field; and ten (10) years of professional civil engineering experience, six (6) years of which must have been in a supervisory capacity.

Preferred Qualifications:

- A Master's degree in Civil Engineering or a related engineering field.

Special Requirements:

- Possess a registration as a Professional Engineer (PE) in the State of Arizona, New Mexico or Utah.
- 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 in: principles, practices and techniques applied in civil engineering to sufficiently address and reconcile complex engineering problems; developing engineering plans, scope of work, and design specifications for large complex and/or multiple projects; methods applied in coordinating, managing, scheduling and controlling multiple projects; Navajo Nation, federal and state regulations governing civil engineering; and understanding of federal and state agency roles, goals, objectives and jurisdiction as they relate to joint management of engineering projects; and understanding of economics as related to planning, designing and construction practices; and application of engineering research and study methods; of computer hardware, software and peripherals.

Skilled in: establishing and maintaining effective working relationships; recognizing and evaluating important engineering facts and problems; resolving problems through advanced mathematical formulas and calculations; planning and implementing engineering projects; communicating effectively, both orally and in writing.

Physical requirements and work environment: Work requires attention to detail with potential exposure to loud noises, dust, toxic chemicals and fumes when working on site.

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