THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0528918**	DATE POSTED:	**07/14/14**
POSITION NO:	243002	CLOSING DATE:	**07/25/14**
POSITION TITLE:	**Principal Engineering Technician**		
DEPARTMENT NAME / WORKSITE:	**DNR/Water Resources / San Juan Irrigation Rehabilitation / Shiprock, NM**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y63A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 35,984.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.30	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Supervise the survey party, direct and aid in drafting designs and provide engineering support with regards to construction control oversight activities for water development projects including storage tanks, waterlines, dams, culverts, irrigation and domestic water systems and erosion control structures. Conduct field investigations, assessments, construction oversights, evaluate projects and prepare cost estimates for construction and rehabilitation. Schedule work and assign tasks to the available survey party. Determine proper survey equipment, surveying methods, construction methods, and practices for design of various water development projects, give instructions and provide guidance accordingly. Design office/shop/warehouse buildings, and pump houses and prepares, reviews and finalizes contract/bid documents/specifications/contract agreements and presents such documents for approval to appropriate comities of Navajo Nation Council and other approving authorities as may be needed. Provides direction, guidance, technical assistance, attend meetings and correspond with department, chapters, communities, state and federal agencies. Evaluates final specifications and designs for cost effectiveness.

Organize and lead survey party. The survey party with the Principal Engineering Technician MAY; conduct topographic surveys, run cross-sections, locate boundaries, locate sections, establish vertical control and horizontal field control. Draft, design, prepare and interpret construction drawings, schematics, diagrams, charts and maps. Collect, tabulate and compute engineering field data for design, construction or rehabilitation of all above mentioned water development projects. Prepare and provide construction specifications to heavy equipment operators and conduct periodic inspections of ongoing construction activities. Prepare as-built drawings, update and maintain survey, design and construction records with computers and AutoCAD. Provide training to assigned staff and coworkers in all these areas to update their knowledge and skills. Monitor and evaluate such progress and activities.

Prepare progress, project construction, inspection and cost reports. Supervise the survey party, to ensure proper operation and maintenance of all surveying and drafting equipment including computers. Assists with purchase of construction materials, supplies, engineering/surveying equipment, specifications and meet with vendors and contractor for consultations. Prepare final project construction cost reports, monthly, quarterly and annual progress reports

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in 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:

- 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)), Global Positioning System (GPS) methods and practices, engineering plans, maps and specifications; computer hardware, software and peripherals related to area of assignment; management and administration practices; legal land descriptions; surveying and mapping methods and practices; research, analysis and interpretation of legal and technical reports; and recordkeeping and file maintenance practices.

Skilled in: verbal and written communication for development of reports and legal documents; utilizing computer software to develop designs, drafting, maps and reports; utilizing customer service techniques when responding to inquiries and complaints; researching, analyzing, interpreting technical information and drawing valid conclusions; prioritizing, scheduling, assigning, reviewing, and evaluating work; developing, projecting costs and implementing annual budgets; establishing and maintaining effective working relationships.

Physical requirements and work environment: Work requires carrying up to 85 pounds of equipment when hiking several miles to sites for mapping and GPS surveys.

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