

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0943906

Date Posted: 08/01/11

POSITION NO: 949712

Closing Date: 08/12/11

CLASS CODE: 3324

POSITION TITLE: Senior Engineering Technician

DEPARTMENT NAME: DNR/Navajo AML Reclamation / UMTRA Department

DEPARTMENT NO: 94 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary:

Duration: _____ \$ 26,956.80 Per Annum

Part-Time:

No. of Hrs./Wk: 40 \$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Work under the supervision of the Civil Engineer will provide technical assistance with AML Reclamation and Public Facility Projects (PFP) Program by completing the following tasks: GPS and Topographic Surveying of AML sites and PFP project, develop project location map, gather and compile HP field data, participate in Value Engineering (VE), assist and update field data into AML GIS Database; assist and providing comments on AML reclamation technical specification, design/drawings in AutoCAD; prepare mine site reports; assisting with construction monitoring actives and prepare daily construction progress activities and related information to the TC AML Office and other agencies; participating in project meetings and assist with Lead Agency and contractors, working closely with Principal Engineering Technician, Civil Engineers, Program & Project Specialist, Senior Reclamation Specialist and Program Manager II. Good math, english, science and writing skills.

Participate in monthly staff meeting, provide information on weekly and monthly reports, input on AML overall goals/ objectives, documentation of AML and PFP activities thru digital imaging, and completing other tasks as assigned by the Program Manager II and Civil Engineers. Work requires carrying up to 50 pounds of equipment when hiking several miles to sites for mapping and GPS surveys with exposure to all types of adverse weather conditions. Multi-task capabilities for Project Development and some knowledge of National Environmental Policy Act (NEPA).

QUALIFICATION REQUIREMENTS:

Education and Training:

High school diploma or GED; some college courses in civil engineering preferred but not required. **(To receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

Two (2) years of engineering technician work experience with experience in utilizing GPS and GIS software and surveying experience; or an equivalent combination of education, training, and experience to provide the capabilities to perform the described duties.

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; computer hardware, software and peripherals related to working with GeoExplorer, PathFinder, ArcView and ArcMap. Knowledge of surveying and mapping methods and practices. Knowledge of computer aided drafting and design practices and methods. Knowledge of recordkeeping, file maintenance practices and NEPA procedures. Physically fit for strenuous work.

License/Certification Requirements:

Must possess a valid state driver's license and be able to obtain a NN Tribal Operators Permit within 90 days of employment. .

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99