

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DNR0522236

Date Posted: 08/02/10

POSITION NO: 943466

Closing Date: 08/16/10

CLASS CODE: 3311

POSITION TITLE: Civil Engineer

DEPARTMENT NAME: Department of Water Resources - SAFETY OF DAMS PROGRAM

DEPARTMENT NO: 52 WORKSITE LOCATION: Ft. Defiance, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: O650A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: _____ \$ \$45,843.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 22.04 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs entry level engineering duties that are predetermined and planned by higher level Engineers or management. Solves engineering problems as assigned, assists with project planning, assists with scheduling of personnel, and works with Engineering Technicians, Survey Crew, Operations and Maintenance Crew and other Engineer(s). Assists with monitoring and inspection of High and Significant Hazard Dams; assists with installation, operation, and maintenance of Early Warning Systems; reviews Emergency Action Plans and performs Dam Inspections. Assists with surveying that includes recording of surveys, verifying or re-establishing boundary survey points for land withdrawal purposes, construction staking, ground control for aerial mapping, precise traverse and triangulation nets; reviews survey computations, completes maps and plat descriptions; coordinates surveying activities with other governmental and private organizations. Assists with preparation of project budget estimates, job progress records, and technical reports.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelors degree in Civil Engineering or related engineering field; **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

and two (2) years of responsible work as a Civil Engineer and/or related work in public infrastructure construction. Possession of an Engineering in Training (EIT) certificate (preferred); must obtain EIT within one (1) year of employment. Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's Permit.

Special Knowledge, Skills and Abilities:

Basic knowledge of the principles and practices of Engineering and general knowledge of the principles and practices of land surveying, geodetic surveying, cadastral surveying and photogrammetric surveying. Ability to plan, organize, and coordinate work with Engineer(s), Engineering Technicians, Surveying and Maintenance personnel; ability to maintain full and accurate records and files. Ability to establish and maintain effective relationships interdepartmentally, with the public, and with other organizations in the course of work.

License/Certification Requirements:

Prefer applicant with current EIT and ability to obtain Professional Engineer license. Must possess and maintain valid state drivers license while employed with the Navajo Nation.

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