

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

REQUISITION NO:	<u>DOT10714256</u>	DATE POSTED:	<u>08/25/17</u>		
POSITION NO:	<u>241189</u>	CLOSING DATE:	<u>OUF</u>		
POSITION TITLE:	<u>Senior Civil Engineer</u>				
DEPARTMENT NAME / WORKSITE:	<u>Navajo DOT-Department of Roads-Tse Bonito, NM</u>				
WORK DAYS:	<u>MONDAY-FRIDAY</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AC68A</u>
WORK HOURS:	<u>8:00 AM TO 5:00 PM</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 65,249.60</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 31.37</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Performs a range of conventional engineering duties of moderate difficulty related to transportation civil engineering requiring gathering, analyzing, inputting of data into Civil 3D and using engineering software applications. Responsible of advanced level civil, traffic and transportation engineering work, including planning, reviewing and designing of gravel, dirt, paved road infrastructures. Undertake designs and specifications, plans and drawings involving procuring of survey & engineering services, locating engineering references for the design of designated roadway, field reconnaissance to the proposed project site, a proper workstation for a design engineer, and configuring the plotter for construction drawings. All drawings must follow acceptable design guidelines from various transportation entities. Use Civil 3D or engineering software's applications to obtaining shape files for drainage analysis, design proposed road project involving pavement, graveling, geotechnical and drainage for low water crossing, culverts installation, soil compaction, subgrade road preparation, soil stabilization treatment and placement of gravel materials. Review technical and environmental reports. Conducts Quality Assurance & Control on road maintenance services and management within the assigned Navajo Nation agency chapter and region, ensures that earth roads are maintained to standards that reflects measurable requirement and safety in accordance to the Road Maintenance Plan. Must be knowledgeable with the development & design of highway pavement structural analysis; to design & construct paved and gravel roads, be responsible to produce construction drawings for contraction crew . Three (3) years of using 3D for designing paved or gravel roads and plotting final construction drawings to scale; road surveying; use of HY-8, HEC-RAS, Shape Files, ArcMap, and Excel & Notepad to facilitate in the design of Civil 3D construction drawings. Additional experience in developing Scope of Works. Two (2) years as a construction administrator; experience in writing and obtaining 401, 402, & 404 permits and other duties as assigned.

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

**Minimum Qualifications:**

- A Bachelor's degree in Civil Engineering, Construction Engineering or a related engineering field; and eight (8) years of civil engineering experience, four (4) years of which must have been beyond possess of registration as a Professional Engineer (PE); or a Master's degree in Civil Engineering or a related engineering field; and seven (7) years of civil engineering experience, four (4) years of which must have been beyond possess of a registration as a Professional Engineer (PE).

**Special Requirements:**

- Must possess registration as a Professional Engineer (PE) in the state of Arizona, New Mexico or Utah, a valid state driver's license and a Navajo Nation Vehicle Operator's Permit.
- A favorable background investigation is required.

***(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 principles, practices and techniques applied in civil engineering to sufficiently address and reconcile engineering concerns. Knowledge in developing engineering plans, scope of work, and design specifications for conventional or for small engineering projects consisting of multiple phases.

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