

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05220220

DATE POSTED: 10/21/20

POSITION NO: 938742

CLOSING DATE: 11/03/20

POSITION TITLE: Senior Engineering Technician

DEPARTMENT NAME / WORKSITE: Division of Natural Resources / Water Resources Department / Fort Defiance, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BC60A

WORK HOURS: 8:00 am - 5:00 p PART TIME: NO. OF HRS./WK.: _____ \$ 30,638.40 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 14.73 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Serves as survey party leader, conducts topographical, route, leveling (tachometry), construction, as-built, differential, traverse and trigonometric surveys; instructs rod person on proper JOB SPECIFIC surveying methods; locates boundary and section corners; checks surveys; records field measurements and sketches; computes survey data; prepares plats; conducts and provides on-the-job training to new and or temporary employees. Reduces survey notes, drafts survey notes with computer aided drafting software and prepares drawing for review by ENGINEER; instructs and oversees other technicians or student workers in drafting assignments; assigns and reviews work that involves calculating distances, volume and area from profiles; plans, designs and prepares maps, charts and other illustrative materials; establishes elevations, final and profile grades; researches, assembles and records data; inventories drafting and surveying equipment; upgrades computer software and equipment. Provides field construction oversight activities to ensure work is within design specifications; performs grade checks, staking, coordinates with ENGINEER for on-site design modifications; conducts field evaluations, investigation and research DWR records, maps and files to ensure no duplication of work occurs; evaluates and communicates to ENGINEER projects for repairs, rehabilitation or construction; prepares, maintains and updates project folders; compiles status reports; draft construction plans; complete elevations; prepares design with notes and drawings; visits sites and performs construction stake outs; prepare material specifications and cost estimates. Locate survey and evaluate water development project sites, such as earthen dams, waterlines, storage tanks, irrigation water systems, etc. Develop scope of work for either in-house or for contractors.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years engineering technician work experience e; or an equivalent combination of education and experience.

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 and Global Positioning System methods and practices; engineering plans, map and specification; computer hardware, software and peripherals related to area of assignment; surveying and mapping; computer aided drafting and design. **Skill** in verbal and written communication for development of reports and legal documents; computer software to develop designs, drafting, maps and reports; analyzing and interpreting technical information and drawing valid conclusions; prioritizing, schedule, assigning and reviewing work; developing specifications and projecting cost estimates. **Abilities** to apply basic mathematical formulas to routine calculations; communicate effectively, both orally and in writing.

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