

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

REQUISITION NO: DOT1112527

Date Posted: 10/25/10

POSITION NO: 242024

Closing Date: OUF

CLASS CODE: 3309

POSITION TITLE: Principal Civil Engineer

DEPARTMENT NAME: Navajo Division of Transportation

DEPARTMENT NO: 111 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: I690A - I690F

Days: Monday-Friday Permanent:  SALARY: DOE

Hours: 8:00 AM to 5:00 PM Temporary:  Duration: N/A \$64,729.60 - \$75,025.60

Part-Time:  No. of Hrs/Wk: 40 \$31.12 - \$36.07

**DUTIES AND RESPONSIBILITIES:**

Lead Technical Advisor to Division Director; responsible for application best management of principals and practices of engineering laws, rules, regulations, and policies. Establish measurable quality and quantity standards for Division Units and recommend changes; perform advanced engineering tasks in traffic safety, bridge/highway design, lands engineering, aerial and land surveying, materials design, traffic design, services, planning, and construction. Responsible for administering the construction roads, airports, tunnels, dams, bridges, water supply, and sewage systems.

Promotes Team concept for completion of tasks; demonstrates understanding of underlying organizational issues, explains original concepts and solutions, fosters effective communication in others, promotes team concept, communicates a compelling vision, contributes to organizational success, evaluates the use of technology, and promotes cultural understanding in a larger context.

Responsible for administering transportation construction management, transportation finance, and project inspections. Be able to use and interpret transportation laws and specifications of Federal Highway Administration, Bureau of Indian Affairs Transportation, Arizona Dept. of Transportation, New Mexico Dept of Transportation, Utah Dept. of Transportation, Counties, and local transportation Dept. Interaction with contractors, sub-contractors, construction firm an consultation with tribal depts. regarding Navajo DOT transportation goals and objectives to meeting the Navajo DOT Mission.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Civil Engineering or a related engineering field; and

**Experience:**

Ten (10) years of professional civil engineering experience (Preferably in transportation), six (6) years of which must have been in a supervisory capacity; OR a Master's degree in Civil Engineering or a related engineering field; and nine (9) years of professional civil engineering experience, six (6) years of which must have been in a supervisory capacity.

**Special Knowledge, Skills and Abilities:**

Knowledge in geometric for areas of specialization, acceptable construction materials, drainage systems, surveying. Construction materials analysis, principles and practices of construction and design, applicable federal, state and tribal laws, rules, regulations, and policies for transportation, civil engineering principles and practices and research methods of mechanical engineering, basic computer programming and input requirements, maintenance program required for engineering systems. Skill and abilities in recognizing on-job conformance to specifications and plans, skill in making statistical projections, skill in applying engineering practices to construction projects, reviewing and evaluating necessary documents and data, CAD and other management computer hardware/software, preparing reports, memoranda in a logical and comprehensive manner, establishing and maintaining effective working relationships, interpreting plans and specifications for engineering systems, collecting and analyzing data, developing cost estimates for engineering systems, resolving complex engineering issues, performing specialized or complex duties.

**License/Certification 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.

**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*