

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

REQUISITION NO: DOT1079181

DATE POSTED: 09/02/14

POSITION NO: 242805

CLOSING DATE: OUF

POSITION TITLE: Civil Engineer

DEPARTMENT NAME / WORKSITE: NDOT/Department of Roads/TseBonito, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AC65A

WORK HOURS: 8am-5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 50,377.60 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 24.22 PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Performs professional engineering estimates and value engineering such as cost and schedule estimates for road maintenance and the improvement of earth roads; undertake designs and specifications, plan and drawing on heavy road maintenance; work closely with other civil engineers on value engineering, engineering assessment, planning processes (survey, vertical and horizontal curves, water crossing, plans, profiles cross sections) maintenance and construction standards, road subgrade preparation, subgrade stabilization and drainage study relative to road design, soil characteristics, hydrology, drainage area, runoff factors, rainfall intensity hydraulics, culvert materials, sizing culvert end treatments, culvert and ditch maintenance monitors projects using MS Project Management reviews and approves daily field activity reports relating to routine blading schedules; assists with construction management and project closeout reports; reviews technical and environmental reports. Conducts quality assurance/control on road maintenance services and management within the assigned agency chapters and region; ensures that earth roads are maintained to standards that reflects measurable requirements and safety in accordance to the Road Maintenance Plan; and accounts for optimum level of maintenance which includes frequency of maintenance that keeps roads in safe passable conditions at a minimum total cost and within routine maintenance budget; writes RFP for geotechnical and drainage study professional services for low water crossing, culvert installation, soil compaction, subgrade road preparation, soil stabilization treatment and placement of gravel or Red Dog material; monitor routine maintenance services, heavy road maintenance road improvement/construction; develop professional service contract and monitor contract/implementation of and scope of work; review and approve work for contract payout; and closeout contract projects; and prepare and develops status reports to funding agency, OMB, Division OPVP, oversight committee and Navajo Nation Council.

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

**Minimum Qualifications:**

- A Bachelor's degree in Civil Engineering or related engineering field; and two (2) years responsible work as a Civil Engineer and/or related work in public infrastructure construction.

**Preferred Qualifications:**

- Two (2) years of experience in survey, civil engineer design and plans, and project and construction management, cost estimating equipment and safety.
- Proficient in the use of surveying, civil engineering software/hardware applications.
- Possess an Engineer in Training (EIT) certificate.

**Special Requirements:**

- Possess a valid state driver's license.
- Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit.
- Incumbents that lack EIT Certificate must obtain certification within one (1) year of date of hire.

***(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.**