

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10122192 DATE POSTED: 11/16/21
POSITION NO: 243011 CLOSING DATE: 12/01/2021 by 5 PM
POSITION TITLE: ASSOCIATE CIVIL ENGINEER (Executive)
DEPARTMENT NAME / WORKSITE: NDOT EXECUTIVE / TSE BONITO, NM
WORK DAYS: MONDAY-FRIDAY REGULAR FULL TIME: GRADE/STEP: BR65A
WORK HOURS: 8:00-5:00 PM PART TIME: NO. OF HRS./WK.: _____ \$ 56,376.00 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 27.00 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Familiar and working knowledge of Civil 3D 2019 (or current version) Civil Design Software to produce construction plans. 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 section) 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 or maintenance that keeps roads in safe passable conditions at a minimum total cost and within routine maintenance budget; writes RFP's 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, NABI, and NN Council.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Engineering, Mining, Environmental, or related Engineering degree.

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 principles and practices of civil engineering; knowledge of applicable Navajo Nation, federal, and state laws, codes, and regulations; knowledge of applicable academic theory and basic principles of civil engineering; basic mathematical formulas to routine calculations; ability to 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.