

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1078336
POSITION NO: 242806
POSITION TITLE: Civil Engineer

DATE POSTED: 12/02/13
CLOSING DATE: 12/13/13

DEPARTMENT NAME / WORKSITE: NDOT Dept. of Roads - Tse Bonito, NM
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: Z65A
WORK HOURS: 8:00am-5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 48,900.80 PER ANNUM
SEASONAL: Duration: _____ \$ 23.51 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:

A Bachelor's degree in Civil Engineering or related engineering field; and two (2) years of responsible work as a Civil Engineer and/or related work in public infrastructure construction. ***(Preferred) Applicant with experience in Transportation and Construction.***

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)

Special Knowledge, Skills and Abilities:

Principles, practices and techniques applied in civil engineering to sufficiently address and reconcile engineering concerns; developing engineering plans, scope of work, and design specifications for conventional or small engineering projects consisting of multiple phases; knowledge of methods applied in coordinating, managing, scheduling and controlling multiple phases of construction; knowledge of understanding of federal and state agency roles, goals, objectives and jurisdiction as they relate to the control and management of engineering projects; knowledge of planning, designing and construction practices; knowledge of engineering research and study methods; computer hardware, software and peripherals; inspecting and providing surveillance of methods and equipment used in construction.

Special Requirements:

Possession of an Engineer In Training (EIT) certificate (preferred); must obtain EIT within one (1) year of employment. Must possess a valid state driver's license and the ability to obtain a Navajo Nation Vehicle Operator's Permit. ***(Preferred) Applicant with technical writing skills and engineering consultation experience.***

VETERANS PREFERENCE APPLIES

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