

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1119633
POSITION NO: 243011
POSITION TITLE: _____

DATE POSTED: 12/08/14
CLOSING DATE: OUF

Associate Civil Engineer

DEPARTMENT NAME / WORKSITE: Navajo DOT/Department of Project Management/Tse Bonito, New Mexico

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AC63A</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>42,619.20</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>20.49</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Program Administration - Meetings will be held with superiors, administrators, other tribal and federal agency representatives to review produced engineering level of computation design and drawings for all road construction, maintenance and improvement projects for the safety of the general public. Engineering computation includes drainage study analysis, propose culvert installation, and hydrological, geological and mineralogical topography maps are part of the design documents review by the appropriate tribal and federal agencies for quality assurance/quality control implemented to Federal guidelines on all road activities. Close communication is maintained with the immediate supervisor, federal, tribal and county agencies in a case by case to coordinate with road construction, maintenance or improvement projects. Scheduling of meetings and field visits are essential of engineering design/drawing services. Program and Project Compliance - Preliminary engineering design/drawing of any road projects must adjust to the tribal and federal NEPA process before prepared engineering policies and procedures implemented. Familiarizing with the methodology and practices of archaeology and ethnography as part of cultural resources, biological and environment disciplines will dictate field visits and correct any drawing and/or design prior to any road activity; meet with Bureau of Indian Affairs, Navajo Standing Committees and local officials for compliance and guidance related to engineering specification on road improvement and maintenance.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Civil Engineering, Mining, Environmental or related field of academic discipline.

Preferred Qualifications:

- Experience in survey, civil engineering design and plans, and project and construction management, cost estimating equipment and safety.
- Proficient in the use of surveying, civil engineering software/hardware applications.

Special Requirements:

- Possess a valid state drivers 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:

The road system on the entire Navajo Nation runs over 16,000 miles. The position warrants to meet a portion of the department's goals and objectives by providing engineering services to chapter communities, counties/state and federal agencies. There are also countless number of cultural resources that have not been recorded near and on the road system. The position will be assigned to all agencies and will report to the department daily.

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