THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR05211370**	DATE POSTED:	01/25/16
POSITION NO:	243001	CLOSING DATE:	OUF
POSITION TITLE:	**Civil Engineer**		
DEPARTMENT NAME / WORKSITE:	Water Resources / San Juan Irrigation Rehabilitation / Shiprock, NM		

WORK DAYS:	M - F	REGULAR FULL TIME:	☑		GRADE/STEP:	AC65A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 50,377.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 24.22	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Schedules, plans and coordinates project construction activities. Develops plans and scopes of work. Prepares/reviews designs, technical specifications, cost estimates, project schedules and material listings for Irrigation and other water development projects as mentioned above, provides construction oversight, conduct final project inspections. Develops contracts and contract documents for project construction in conjunction with local/tribal state and federal agencies. Ensures compliance of all established and applicable construction safety policies, procedures, laws, rules and regulations. Addresses and resolves any construction related technical concerns at construction sites. Coordinates all such activities with senior level engineers, consultants, and senior management. Prepares project construction and final inspection reports, prepares list of deficiencies and recommends appropriate corrective actions. Prepares grant proposals to generate outside funding from private, state and federal agencies for water related projects. Researches and explores new methods to enhance in-house; quality, productivity, and technical capability/self-sufficiency.

Works directly under administrative direction of Branch Director, Technical Construction and Operations Branch, Department of Water Resources. Collects, receives, investigates, assembles, examines and analyzes engineering/hydrologic data for planning, design, construction, rehabilitation and upgrade of irrigation, domestic, municipal, industrial and livestock water distribution systems, including but not limited to irrigation canals, pumping stations, irrigation siphons, irrigation diversions and associated structures, storage tanks, dams, waterlines, etc. Prepares engineering reports, project proposals, cost estimates and provides construction oversight. Plans, organizes and reviews work of assigned staff including engineering technicians involved in surveying, drafting, planning and designs related to assigned projects.

Prepares monthly, quarterly and annual progress reports. Coordinates program activities with local, state and federal agencies. Attends meetings, conferences, workshops, and professional trainings, etc. Assist with short and long range planning for the program activities related to emergency/drought conditions. Assists with preparation of annual program budgets.

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 experience 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.

(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 that are repetitive; developing engineering plans, scope of work, and design specifications for conventional or for small engineering projects consisting of multiple phases; methods applied in coordinating, managing, scheduling and controlling multiple phases of construction projects; and understanding of federal and state agency roles, goals, objectives and jurisdiction as they relate to the control and management of engineering projects on lands owned by the Navajo Nation; and understanding of economics as related to planning, designing and construction practices; application of engineering research and study methods; computer hardware, software and peripherals.

Skilled in: scheduling, inspecting and providing surveillance of methods and equipment used in construction; establishing and maintaining effective working relationships with professional engineers, government agencies and the general public.

Ability to: enforce, comply and assure safety standards and health regulations; resolve problems through mathematical formulas and calculations.

Physical requirements and work environment: Work requires attention to detail with potential exposure to loud noises, toxic chemicals and fumes when working on site.

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