

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

REQUISITION NO: DOT1068689

DATE POSTED: 05/12/14

POSITION NO: 946300

CLOSING DATE: 05/23/14

POSITION TITLE: Principal Engineering Technician

DEPARTMENT NAME / WORKSITE: NDOT - Department of Transportation Planning, Chinle, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: Y63A

WORK HOURS: 8am-5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 35,984.00 PER ANNUM

SEASONAL:  DURATION : \$ 17.30 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Plan, schedules and monitors work assignments; provides technical assistance guidance to assigned staff; trains department staff in the safe and proper use of equipment; provides and enforces safety regulations and procedures; conducts surveys; collects and downloads field survey data into computer and information management system; drafts or plots home sites, roads, business sites, land withdrawal sites, vicinity maps, topographic maps, highway right of way, construction sites, open dump sites and abandoned mine lands. Performs calculations relating to intervals between specified monuments to obtain correct distances; verifies accuracy of drafts; maintains database of maps, records and files; interprets maps, conducts special studies, gathers applicable data; evaluates data to determine feasibility for construction report or rehabilitation; prepares plans, specifications, scope of work and cost estimates for projects; prepares required reports; evaluates projects and recommends repairs, rehabilitation or construction; inspects and monitors construction. Tests survey equipment; maintains, correlates and calibrates survey instruments; assist with budget development and purchasing of equipment and supplies; meets with vendors and contractors to provide or receive technical assistance; maintains computer hardware and software related to surveying.

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

**Minimum Qualifications:**

- An Associate's degree in Computer Science or related field; and three (3) years of senior engineering technician work experience, one (1) year of which must have been in a supervisory and/or management capacity.

**Preferred Qualifications:**

- An Associate's degree in Pre-Engineering.
- A Bachelor's degree in Civil Engineering.
- Proficient in Microsoft Office software or other applications.

**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 Geographical Information System (GIS) and Global Positioning System (GPS) method and practices; engineering maps, plans and specifications; computer hardware, software and peripherals; management and administrative practices; legal land descriptions; surveying and mapping methods; knowledge of research, analysis and interpretation of legal and technical reports. Skilled in computer software to develop

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