

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

REQUISITION NO: DNR05212024

DATE POSTED: 06/13/16

POSITION NO: 943937

CLOSING DATE: 06/24/16

POSITION TITLE: Civil Engineer

DEPARTMENT NAME / WORKSITE: Department of Water Resources - Safety of Dams Program, Fort Defiance, AZ

WORK DAYS: Mon-Fri 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:**

Under general supervision, performs entry level engineering duties that are predetermined and planned by higher level Engineering or management. Solves engineering problems as assigned, assists with project planning, assists with scheduling of personnel, and works with Engineering Technicians, Survey Crew and other Engineer(s). Assists with the monitoring and inspection of High and Significant Hazard Dams. Early Warning Systems installation, operation and maintenance, review of Emergency Action Plans, and performs Dam Inspections. Assists with surveying that includes record of surveys, verify or re-establishing boundary survey points for land withdrawal purposes, construction staking, ground control for aerial mapping, precise traverse and triangulation nets; review of survey computations, maps and plat descriptions are completed; coordinate surveying activities with other governmental and private organizations. Assists with preparation of project budget estimates, records of job progress and technical reports.

**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.

**Special Requirements:**

- Possess a valid state driver's license.
- Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit.
- Incumbents that lack EIT Certificate must obtain certification within one (1) year of date of hire.

***(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:**

Basic knowledge of the principles and practices of Engineering and general knowledge of the principles and practices of land surveying, geodetic surveying, cadastral surveying and photogrammetric surveying. Assist with preparation of reports, engineering designs and cost estimates. Abilities to plan, organize, and coordinate work with Engineer (s), Engineering Technicians and Surveying personnel; ability to maintain full and accurate records and files. Ability to establish and maintain effective relationships interdepartmentally, with the public and with other organizations in the course of work.

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