THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0948946**	DATE POSTED:	**07/14/14**
POSITION NO:	242562	CLOSING DATE:	**07/25/14**
POSITION TITLE:	**Engineering Aide (Temporary Position)**		
DEPARTMENT NAME / WORKSITE:	**Division of Natural Resources - Navajo AML Reclamation / UMTRA Department/Shiprock, NM**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☐		GRADE/STEP:	Y56A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 19,718.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.48	PER HOUR
		TEMPORARY:	☑	**6 months**		

DUTIES AND RESPONSIBILITIES:

Under immediate supervision, performs entry level engineering work: surveying, construction monitoring, drafting, mapping, writing, photography and related field work as assigned.

Assist with surveys as rodman and use of other instrumentation such as GPS, download data into computer for map generation; perform basic drafting using CAD system; documenting field and construction activities; ability to carry supplies and equipment.

Assist with construction monitoring; weekly reports progress reports, supplies inventory, and other assigned field work.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and six (6) months of drafting and/or survey work experience.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer 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 basic GIS, AutoCAD, and GPS practices; Knowledge of basic surveying, mathematics, writing skills, mapping, recordkeeping, and engineering software; Skills in verbal and written communication for project practices; Must be customer oriented and have effective working relation

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