

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DCD02012310</u>	DATE POSTED:	<u>08/08/16</u>		
POSITION NO:	<u>152666</u>	CLOSING DATE:	<u>08/22/16</u>		
POSITION TITLE:	<u>Engineering Technician</u>				
DEPARTMENT NAME / WORKSITE:	<u>Division of Community Development / Design and Engineering Services / Window Rock, AZ</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB58A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>24,128.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>11.60</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a variety of non-technical engineering tasks of a routine nature, tasks are related to road construction, dams, and other infrastructure facilities, performs related work as required.

Assists with preliminary surveys for right-of-ways, land acquisition, boundary surveys, land use, and land ownership; serves as a rodman and/or chainman, maintaining field notes, descriptions, sketches and all other pertinent field data collected; assists in construction projects; assists with eliminating labor, materials, equipment, and cost for construction projects.

Downloads data collector and inputs into computer databases; performs simple hydraulic calculations, estimates, weights, volume, and quantity using field notes; completes drafting, drawing, and design projects under supervisors instructions; utilize AutoCAD and application software to develop drawing and reduce field notes; makes copies of topographical maps and drawings.

Installs, records, graphs, and maintains hydraulic monitoring instruments and installed devices, develops specifications for purchasing monitoring instruments and construction materials; inspects construction sites and dams for seepage, piping, boils, sinkholes, erosion, and rodent damage, makes recommendations for repairs, assists in installing gabions, compacting fill and making other field

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of basic surveying or AutoCAD work experience.

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, Eagle ware, and GPS practices. Knowledge of computer hardware, software, and peripherals related to area of assignment. Knowledge of basic surveying and mapping practices. Knowledge of computer assisted drafting and design practices and methods. Knowledge of recordkeeping and file maintenance practices. Skill in utilizing verbal and written communication for development of reports. Skill in utilizing computer software to develop designs, maps, and reports. Skill in utilizing customer service techniques when responding to inquiries and complaints. Skill in developing specifications and projecting cost estimates. Skill in establishing and maintaining effective working relationship.

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