

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR05210605</u>	DATE POSTED:	<u>08/10/15</u>
POSITION NO:	<u>243004</u>	CLOSING DATE:	<u>08/24/15</u>
POSITION TITLE:	<u>Senior Engineering Technician (2 Positions)</u>		
DEPARTMENT NAME / WORKSITE:	<u>Water Resources / San Juan Irrigation Rehabilitation / Shiprock, NM</u>		
WORK DAYS:	<u>M - F</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB60A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>28,600.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>13.75</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Lead survey party; run cross-sections, conduct topographic/construction surveys, locate boundaries sections and establish vertical and horizontal field controls. Assesses and prepares survey routes by evaluating current site conditions to limit extraneous turning points. Schedule surveys, completion of assigned tasks through communication with other survey team members and the construction crews.

Plan, design and prepare drawing, maps, charts, etc.; organize field surveys, collect records, tabulate and compute data/survey notes via spreadsheet and monitor field activities using construction control points and on-site Survey GPS/Theodolite, provide construction oversight (grade checks, construction staking, cut and fill checks, etc...) in conjunction with approved designs, drawings and specifications. Evaluates projects for repairs, rehabilitation/construction. Prepares and maintains and updates project folders, compiles construction/status reports, drafts plans for construction and drafts survey elevation profiles.

Assist with determination of survey methods and provide instructions for proper operation and maintenance of survey and drafting equipment. Assist, prepare, analyze and perform; periodic evaluations of on-going San Juan Irrigation/water development projects. Explain drawings and construction specification requirements to Heavy Equipment Operators. Interprets topographic maps to find locations of project sites; prepares and revises as-built drawings; updates and maintains drawing files; compile and submit reports for field work, project status; weekly and monthly work activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years engineering technician work experience.

Preferred Qualifications:

- An Associates degree in Engineering or related field.
- Training in Surveying or AutoCAD application.

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), Global Positioning System (GPS) methods and practices, engineering plans, maps and specifications; computer hardware, software and peripherals related to area of assignment; surveying and mapping methods and practices; computer aided drafting and design practices and methods; recordkeeping and file maintenance practices.

Skilled in: verbal and written communication for development of reports and legal documents; utilizing computer software to develop designs, drafting, maps and reports; utilizing customer service techniques when responding to inquiries and complaints; researching, analyzing and interpreting technical information and drawing valid conclusions; prioritizing, scheduling, assigning, and reviewing work; developing specifications and projecting cost estimates; establishing and maintaining effective working relationships.

Physical requirements and work environment: Work requires carrying up to 85 pounds of equipment when hiking several miles to sites for mapping and GPS surveys with exposure to all types of adverse weather conditions.

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