

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

Requisition No: **DNR0522580**  
POSITION NO: **938294**  
CLASS CODE: **3312**

Date Posted: **11/08/10**  
Closing Date: **11/22/10**

POSITION TITLE: **Associate Civil Engineer**

DEPARTMENT NAME: **Water Resources/Technical, Construction and Operations Branch**

DEPARTMENT NO: **52** WORKSITE LOCATION: **Fort Defiance, Arizona**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **N630A**

Days: **5** Permanent  SALARY:

Hours: **40** Temporary  Duration: **\$ 33,737.60** Per Annum

Part-Time:  No. of Hrs/Wk: **40** \$ **16.22** Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assist with studying, collecting, surveying, investigation, assembling, examining, analysis and evaluation of engineering/technical data for design and construction of water distribution systems, storage tanks, dam embankment and related structures, irrigation canal systems and domestic water facilities. Assist with planning, organizing and reviewing work of engineering technicians involved in surveying and drafting related to water development and improvement projects. Assist with scope project works, design specifications, cost estimates, project schedules and material listing of water development projects. Assist in construction oversight and final inspections. Assist in preparing final as-built, drawings and maintain all such technical data and records. Assist with compliance of all established and applicable construction and safety policies, procedures, laws, rules and regulations. Prepare progress and final construction reports including all technical information. Participate in meeting with Local, State and Federal agencies. Attend trainings, conferences, workshops to gain knowledge and field experience.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Civil Engineering, Mining, Environmental, related field of academic discipline. **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

**Experience:**

Experience/knowledge of theory and basic principles of civil engineering, design, surveying and cost estimate.

**Special Knowledge, Skills and Abilities:**

Considerable knowledge of theory and basic principles of civil engineering, basic mathematical formulas research methods, computer hardware, software, techniques and practices; knowledge of the Navajo Nation, federal and state laws, codes and regulations. Ability to communicate effectively both orally and in writing.

**License/Certification Requirements:**

Must have a valid State Driver's License.

**VETERANS PREFERENCE APPLIES**

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

**Revised: 1-15-99**