

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD0202680

Date Posted: 12/06/10

POSITION NO: 152666

Closing Date: 12/17/10

CLASS CODE: 3325

POSITION TITLE: Engineering Technician

DEPARTMENT NAME: Design and Engineering Services

DEPARTMENT NO: 20 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: _____ \$ 21,944.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

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 reports.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Experience:

One (1) year experience in basic surveying or AutoCAD work experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of basic GIS, AutoCAD, Eagleware, 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.

License/Certification Requirements:

Must possess a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit.

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