

ASSOCIATE CIVIL ENGINEER

DEFINITION: Under general supervision, performs beginning level professional engineering duties of a routine nature with specific instruction and guidance from a Professional Engineer; performs a planned learning progression of the duties and responsibilities described at the next higher level of engineering functions; duties assigned are to familiarize incumbents with the more difficult engineering work; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Typical assignments consist of the following and may vary in complexity:

Assists and supports upper level engineers and/or management staff in studying, collecting, surveying, investigating, examining, analyzing, and evaluating non-technical engineering field data acquired from existing structural engineering facilities (mines, dams, roads, etc.) and from non-structured facilities associated with hydrology, geology, and other natural resources; initiates and prepares designs, drawings, and cost estimates of small engineering projects; participates in the inspection of construction activities for compliance with applicable codes and standards; carries out work and/or assignments in accordance with industry standards and directives from supervisor or management staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of principles and practices of civil engineering.
Knowledge of applicable Navajo Nation, federal and state laws, codes and regulations.
Knowledge of computer hardware, software and peripherals.
Knowledge of research methods and practices.
Skill in establishing and maintaining effective working relationships with others.
Ability to apply academic theory and basic principles of civil engineering.
Ability to apply basic mathematical formulas to routine calculations.
Ability to communicate effectively, both orally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires attention to detail with potential exposure to loud noises, dust, toxic chemicals and fumes when working on site.

MINIMUM QUALIFICATION:

- A Bachelor's degree in Civil Engineering, Mining, Environmental or related field of academic discipline.

PREFERRED QUALIFICATIONS:

- Experience in survey, civil engineer design and plans, and project and construction management, cost estimating equipment and safety.
- Proficient in the use of surveying, civil engineering software/hardware applications.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days from date of hire.

THE NAVAJO NATION

Class Code: 3312
Engineering Series
Civil Engineering Group
Overtime Code: Exempt
Pay Grade: 63

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Depending upon 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.