



EMPLOYMENT OPPORTUNITIES

Job Title: Supervisory Civil Engineering Technician

Closing Date: 06/02/2017

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 17-268

Job Type: Regular Full-Time

Department: Pima-Maricopa Irrigation Project

City: Sacaton, AZ

Location: 164 S. A. Street

Area of Interest: Irrigation

Salary Type: DOE

Salary/ Hourly Rate: \$23.98 Hourly

Tribal Driving Permit Required: Yes

ESSENTIAL JOB TASKS: The incumbent will work directly under the supervision of the construction engineer and will be required to supervise a minimum of 2 lower graded inspectors, work extended hours, review and process inspector daily reports, submittals, construction schedules, and process payments as related to the P-MIP construction projects to which the incumbent will be assigned. Other duties will include quantity take-offs, review of design documents of future construction projects, and coordination with P-MIP office staff.

DISTINGUISHING FEATURES OF THE CLASS:

The Supervisory Civil Engineering Technician exercises technical and administrative supervision over field personnel. The incumbent will perform duties in both office and field environments and will have significant contact with the Community and other agencies.

ESSENTIAL FUNCTIONS:

- Review and interpret project design specifications and standards of acceptance; answer questions regarding design specifications, acceptance standards, AutoCAD, drawings, maps, etc.
- Perform duties in both the office and field environments.
- Supervise and inspect phases of design, drafting, drawing work and related operations to ensure compliance with design plans, specifications, and requirements.
- Identify problems that may require particular attention and solutions.
- Review design plans to ensure computer drafting contains required information, identifies specific design problems requiring special data, gathers and provides data for computer input to obtain precise calculations for detailed engineering drawings.
- Resolve geometric and trigonometric problems encountered during process of making detailed drawings.
- Gather computer aided drawings and maps using AutoCAD, survey, and other engineering data.
- Make calculations necessary for drawing of plans which show land section corners and code data in preparation for data processing input.
- Coordinate closely with other entities to ensure that work performed meets requirements.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge and experience in using the latest version of AutoCAD, AutoCAD Map, Arc View and related software; ability to train others in the use of these programs.
- Strong knowledge of personal computers, digitizing equipment, printers and plotters, and ability to troubleshoot problems with this equipment.
- Knowledge and skill in the use of testing equipment.
- Knowledge and skill in surveying principles and procedures.
- Knowledge of computer operations, applications, and CADD.
- Practical knowledge of engineering/construction methods and techniques and the materials and equipment used in projects.
- Ability to effectively plan, supervise and coordinate work of others.
- Ability to communicate effectively verbally and in writing.
- Ability to understand and follow verbal and written instructions.
- Ability to maintain accurate records and prepare reports.
- Ability to read and interpret design plans, drawing specifications, and engineering data.
- Ability to establish and maintain effective working relationships with other employees, Community Officials, and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-Free workplace.

REQUIRED EXPERIENCE AND TRAINING:

Associate's degree from an accredited college or university in Engineering, Engineer Technology, Land Surveying, and computer aided drafting or a closely related field and four (4) years of surveying and mapping experience which included calculations associated with surveying and computer software related to mapping, computer aided drafting and survey databases; and one (1) year supervisory experience.

ADDITIONAL REQUIREMENTS:

Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Supervisory, Hourly Position
Reports to Director or designee

BENEFITS INFORMATION:

- Medical – EPO or PPO Self-Funded Plan utilizing Blue Cross Blue Shield of Arizona Network
- Prescription Program
- Dental – Plan is provided through CIGNA with no deductible for preventive services or \$50 (individual)/\$150 (family) deductible for basic and major services
- Vision – plan benefits are provided through SightCare of Arizona and carry a \$10 co-pay for exams, zero co-pay
- Life and AD&D – We offer voluntary or supplemental life insurance for Employee & Dependents through METLIFE Group Insurance. GRIC pays the full cost for your Basic Life and AD&D.

Other Voluntary Benefits –

- Flexible Spending Account (FSA)
- Short Term Disability
- Long Term Disability
- Employee Assistance Program
- 12 Paid Holidays

- Vacation Leave
- Sick Leave

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org