



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Civil Engineer – Civil Engineering, Fort Defiance, AZ
SALARY : Depending on Experience
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is a professional position in the Civil Engineering Department. Incumbent manages directs, and is responsible for the various states of construction and applicable of governing agencies, state, local, federal and Navajo Tribal regulations. Work at this level is managerial in nature, which includes: prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained and follow all established policies and procedures; and making hiring, termination, and disciplinary recommendations. Additional responsibilities may include developing and implementing policies for the Civil Engineering Department, reviewing and approving cost of construction and development, risk evaluations or analysis, long range plans, planning housing construction projects, hazards to the environment, review of regulations, assess utility and water requirements. Safety is a critical factor with NHA and all employees will adhere to Safety Policies and ensure Safety is how we perform our duties.

Responsibilities:

- Oversees the design and building process of housing construction projects applicable to regulations governed by the laws. Responsibilities include site investigations to assess geological and environmental conditions, design, construction, and maintaining the infrastructure of houses. Conducts inspections to ensure compliance with internal and external regulations.
- Analyze project requirements, conduct feasibility studies and create detailed designs for projects. Consider factors such as structural integrity, safety functionality and environmental impact.
- Communicates with management on issues relative to specifications, engineering interpretations, supply in demand, and recommendation of specifications. Develop specification procedure or policy on new projects/structures, and the phases of the construction work.
- Directs civil engineering staff and the direct supervisors of the departments, to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensures employees follow policies and processes; maintaining a healthy and safe working environment; and involved in hiring, termination, and disciplinary recommendations.
- Directs and oversees the Civil Engineering operations, including developing and implementing department goals, policies, and procedures in with the Operations Branch; identifying and implementing opportunities to improve services; and ensuring compliance with Federal, State, and local laws, regulations, codes, and/or standards.
- Prepares operational and statistical reports, letters, and regulatory documentation. Prepares and manages department budget; forecasts staffing, equipment and material expenses for budget planning; monitors and controls expenditures; adjust budget as needed.
- Performs other duties of a similar nature or level.

Required Skills:

- Prioritizing and assigning work;
- Extensive and/or frequent travel;
- Preparing statistical and operational reports;
- Preparing and monitoring a budget;
- Developing goals, policies, and procedures for review with management and implement upon approval
- Interpreting and applying policies, procedures, laws, codes, ordinances, rules, and regulations;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc.
- Strong organizational and site management to oversee construction activities

Required Experience:

- Valid Driver's License
- Professional Engineering (PE) License
- Bachelor's degree in civil/construction engineering or related field
- Five or more years of civil engineering experience; including four years or more of supervisory.

How to Apply:

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Email the completed application packet to nhahr@hooghan.org or hand deliver it to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to a background investigation and must have a valid driver's license. Failure to submit the required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 871-2680.