

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2020-03**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Engineer Technician II
OPENING DATE: February 20, 2020
CLOSING DATE: Open Until Filled
DEPARTMENT: Public Works / Engineering
SALARY RANGE: NE-11; \$34,258 - \$51,397

Position Summary:

Under general supervision of the Engineering Program Manager, provides technical support in program research, project planning and development, project quality assurance, and field data collection; maintains and records supporting surveying, inspection and project data. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

Essential Duties and Responsibilities:

- Performs field surveys and provides accurate survey records and interpretations; transfers data to relevant design plans and details formats.
- Completes records, reports, and data search to support project conceptual understandings and renderings for design considerations.
- Compiles necessary pre-design project layouts, as-built collections, and transfers data into required formats.
- Completes final construction plans, specifications, and development of project manual for bid solicitation.
- Completes necessary plans and details associated with post bid activities.
- Provides support in formulation of project cost estimates related to planning, design, and construction.
- Conducts construction staking and land surveying for legal descriptions and certificates.
- Provides technical reports and status updates on on-going projects and tasks.
- Maintains comprehensive hard copy and electronic records.
- Performs on-site preliminary testing activities and required data collection, pre-construction, and in progress construction field surveys.
- Utilizes AutoCAD and other engineering design software to prepare site layouts, utility as-built, design drafting, and other required visual interpretations for projects.
- Assists the Construction Management team in construction inspections and quality assurance testing to meet project specifications. Provides required documentation certifying results of testing and adherence to relevant codes and regulations.
- Maintains/enhances professional and technical knowledge by attending relevant/required training, and workshops.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Associates Degree in Engineering Technology, Construction Management, Architecture or related field required. Five (5) years of work experience in surveying, construction management, drafting, or other directly related work experience, required. Certified Civil Engineering Technician credentials preferred. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Engineer Technician II is designated as a Moderate Risk Public Trust (MRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X

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Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of applicable laws, regulations, and requirements.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out duties.
- Knowledge of conducting construction field engineering surveys, including horizontal and vertical surveys.
- Knowledge of the construction bid process.
- Knowledge of construction inspection and quality assurance processes.
- Knowledge of industry accepted plans and technical reports formats.
- Knowledge and skill in the development of project manuals.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to interpret applicable regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality.
- Ability to make solid decisions, exercise independent judgment, and meet strict timelines.
- Ability to plan, organize and schedule a variety of interdependent project activities.
- Ability to interpret maps, plans and legal descriptions.
- Skill in preparing maps and other documents utilizing current release of AutoCAD and related software.
- Skill in performing surveys using GPS survey grade equipment.
- Skill in utilizing, servicing, and maintaining surveying equipment.
- Skill in maintaining detailed logs of field activities.
- Skill in operating AutoCAD and various word-processing, spreadsheets, and database software programs.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES