

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2020-01**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Staff Engineer
OPENING DATE:	February 20, 2020
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Public Works / Engineering
SALARY RANGE:	E-15; \$49,442 - \$74,152

Position Summary:

Under general direction of the Engineering Program Manager, the Staff Engineer provides engineering, consultation, design, and planning services for infrastructure and other physical assets funded, constructed, operated, and managed by the Pueblo of Laguna. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Develops scope of service parameters for solicitation of professional contractual services for planning, design and construction projects.
- Develops, designs, formulates project parameters, and completes project manuals.
- Performs feasibility studies, analysis and comprehensive project evaluations; reviews design documentation and costs for accuracy.
- Develops special provisions for construction requirements not addressed by standard specifications.
- Follows current standards and processes regarding cultural or environmental reviews, for projects, including clearance processed under the National Environmental Policy Act, Tribal Historic Preservation Office and other laws and regulations.
- Utilizes AutoCAD Civil 3D, and other relative engineering design software to prepare site layouts, design drafting, as-builts, and other required visual interpretations for assigned projects.
- Prepares detailed project cost estimates; solicits bids; reviews construction bids and provides recommendations.
- Reviews, evaluates, and presents to Tribal Council and administration, requests such as rights-of-way or property easement issues for approval.
- Prepares documentation, coordinates and presents project planning and design award recommendations to Tribal Council and administration. Contributes to a team effort to accomplish tasks and achieve results.
- Ensures accuracy and quality of work assignments, reviews design Staff's assignments, and formulates conclusions to prepare for appropriate approval.
- Serves as Project Manager; ensures timely completion, project scheduling, and invoice certification of assigned projects.
- Manages project funding and budgets to ensure compliance with funding source requirements.
- Assists Construction Management team with inspections and quality assurance testing; provides submittal reviews, provides technical response to Requests for Information (RFI), and provides technical interpretation of plans and specifications.
- Reviews project invoices and reviews submittal information or other contract related documentation to ensure compliance with Program's standard operating procedures.
- Coordinates projects and work assignments with relevant Department/Program staff and other relevant entities.
- Performs the work of Construction Inspector, as needed.
- Maintains required licensure/certifications; enhances professional and technical knowledge by attending relevant training and workshops.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's degree in Civil or Mechanical Engineering required. Three (3) years of work experience in civil design, construction management, and drafting required. Master's Degree preferred. Professional Engineer licensure preferred. Obtains PE licensure within five years of employment.

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 Staff Engineer is designated as a Moderate Risk Public Trust (MRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
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	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of applicable laws, regulations, requirements, and codes.
- Knowledge of construction management, safety requirements, and practices.
- Knowledge of proper spelling, grammar, punctuation.
- Knowledge of engineering and surveying, civil design, construction methods and practices.
- Knowledge of records retention and development of narrative and statistical reports.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain professional relationships with external contacts and co-workers at all levels.
- Ability to maintain confidentiality. Ability to handle multiple tasks and meet deadlines.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to plan, organize, and schedule pre-design, design, estimates and construction documentation.
- Ability and skill to prepare maps, plans, design calculations and technical specifications.
- Ability to understand and translate technical terminology and reports into a clear and logical format.
- Ability and skill in application of engineering principles and practices in broad areas of assignment.
- Skill in preparing, reviewing, analyzing, and interpreting complex documents.
- Skill in computer use, including Word, Excel, Access, Outlook and up to date software unique to engineering field.

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