

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2016-55**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

**POSITION:** Engineer Technician II  
**OPENING DATE:** July 27, 2016  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Public Works/Engineering  
**SALARY RANGE:** NE-11; \$32,261 - \$48,381

**Position Summary:**

Under direct 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. Maintains confidentiality of all privileged information. Consistently applies Core Values supporting Work Force Excellence.

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

**Essential Duties & Responsibilities:**

- Performs field surveys and provides accurate survey records and interpretations, transfers data to a several formats of plans and details.
- Provides professional grade plan plots and renderings by operating applicable equipment.
- 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.
- Supports the Engineering staff in formulation of cost estimates related to planning, design, construction, and the project scope of work.
- Provides technical support to the Engineering staff to develop project parameters in design form.
- Surveys and collects data for project development, as built, and construction verification.
- Conducts construction staking and land surveying for legal descriptions and certificates.
- Provides technical reports and status updates on on-going projects and tasks. Performs initial research, study, and data collections necessary for design.
- Maintains engineering and surveying records in a computerized database.
- Performs on-site preliminary testing activities and required data collection, pre-construction, and in progress construction field surveys.
- Utilizes AutoCAD to prepare site layouts, utility as-built, design drafting, and other required visual interpretations for the projects.
- Assists the Construction Management team in performing construction inspections and quality assurance testing to meet project specifications. Provides the required documentation certifying results of testing and adherence to building codes.
- Performs progress inspections as required on federal or state projects.
- Performs the work of the Construction Inspector as needed.
- Maintains professional and technical knowledge by attending relevant training, and workshops and establishing networks with like programs. Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

Associate's Degree in Engineering Technology, Architecture or related field required. Five 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 directly related education and relevant work experience may be considered. Fluency in the Laguna language preferred.

Job Announcement No. 2016-55 Engineer Technician II

**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 Engineering Technician II is designated at a Moderate Risk Public Trust (MRT) 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	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

**Knowledge, Abilities, and Skills:**

- Knowledge of applicable federal, state, county, and local 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 in the acceptable format of plans, technical reports, and 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 federal, state, county, and local laws, regulations, requirements, ordinances, and legislation.
- Ability to maintain confidentiality.
- Ability to make solid decisions and exercise independent judgment, and meet strict time lines.
- Ability to plan, organize and schedule survey data collection 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](http://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@lagunapueblo-nsn.gov](mailto:POLemployment@lagunapueblo-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 Drive; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**