



CIVIL ENGINEER (Project Coordinator)

Department/Program: Hopi Department of Transportation
Reports To: HDOT Director
Salary/Hourly Range: 71
Status: EXEMPT

DRIVER'S LICENSE REQUIRED
PD Revised: 05/20/2016

INTRODUCTION:

This position is in construction section of the Department of Transportation. This position is based on work complexity, difficulty, responsibility, knowledge, skills and abilities required to perform work for the Department of Transportation. Incumbent performs duties in applying specialization of technical expertise to the program of roads and bridges facilitating social and economic development for the Hopi Tribe. Incumbent plans, manages, supervises and conducts transportation engineering projects and technical review of transportation engineering plans, estimates, and specifications. Prepares construction bid documents, drawings, and design review for transportation construction and engineering projects. Coordinates design requirements of health and safety with consultants and construction contractors.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

Assignments involve work in a broad range of activities and highly specialized engineering functions in addition to highway transportation projects such as: housing development, safety, flood control, contract procedures, and other related fields that are affected by transportation facilities. The work may on occasion fall within the jurisdiction of two tribes, local governments and federal agencies. Integration of multiple laws, regulations, as well as specifications and standards, is required to coordinate the planning and execution of diverse goals.

Complexity of work involves considering a variety of factors that include constraints on availability of funds, processes, and timeframes to obligate funds, environmental interests of the public, tribal interest, archeological clearances, rights-of-way, tribes served, varied tribal land base and material type's availability for construction. The necessity of providing comprehensive guidance to contractors and tribes is complicated due to various levels of knowledge regarding the Tribal Transportation Program (TTP). Often times, projects are multi-year and/or multi-phased increasing the complexity of the projects.

1. Prepares, administers, coordinates, and participates in all aspects of engineering planning, design and project management for multiple transportation construction and maintenance projects. Prepares and reviews proposals, calculations, plans, details, specifications, bid packets, feasibility studies, cost estimates and reports for transportation projects in conformance with generally acceptable engineering principles.
2. Interprets, resolves and explains technical civil engineering issues related to design, maintenance or construction methods to staff, customers, contractors, consultants, vendors and other outside agencies. Effectively communicates project requirements, plans, specifications, details, concerns, and status of pending projects.
3. Performs project coordination duties during the planning, design and construction of civil engineering projects.
4. Provides technical assistance with the activities of pre-planning, design, and construction.
5. Assists HDOT and serves as technical expertise to other Tribal Departments as the need arises in the planning, preparation, development and continual update of Hopi's Long -Range Transportation Plan (LRTP).
6. Assists in updating annually the Tribal Transportation Improvement Program planning document.
7. Organizes and assist with public involvement meetings to determine the transportation needs of each village throughout the reservation.
8. Reviews PS&E documents to ensure for accuracy provide recommendation if necessary throughout development of projects.
9. Prepares bid documents and solicitation for design, construction and construction management projects; Plans pre-bid and pre-construction meetings.

10. Responsible for overall control of materials, the proper use of materials, material sampling and testing methods. Investigates material sources to determine the adequacy and quality of material for the intended purpose.
11. Assist the maintenance program in preparing the annual maintenance plan, makes recommendations to address maintenance issues, prioritize maintenance projects, assist program efforts during storm events and other emergencies.
12. Report work progress and budget matters to the Hopi Transportation Committee and on occasion the Hopi Tribal Council.
13. Ensure that projects comply with the AASHTO, ASTM, FHWA, and State regulations associated with the TTP.
14. Performs other related duties as assigned to meet Department/Program goals & objectives.

PERSONAL CONTACTS:

Contacts include tribal leaders, other tribal departments, staff, federal, state, and local agencies and organizational groups, environmental groups, members of the public and other tribes and other contractors to the tribe. Contacts may concern sensitive issues and be of a controversial nature requiring the incumbent to exercise diplomacy and tact in order to establish and maintain an effective working relationship. The purpose of the contacts is to provide technical assistance, training, coordination, and consultation on long range transportation planning, projects, and programs. The incumbent must also demonstrate expert skills in communicating with all representatives outside of the tribe to effect cooperation and positive feedback.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is sedentary in nature but will require walking and bending, lifting of heavy objects, and climbing stairs. Work also requires prolonged periods of sitting and standing and intense concentration for several hours at a time when completing projects under tight deadlines. Field work and site investigations are performed when the need arises which may require walking on uneven or rocky ground. Occasional long hours of work and travel may be required. Extended travel on short notice is required.

Work is performed in all types of weather conditions and is often performed under stressful conditions due to externally imposed work deadlines with mandated overtime as required. Field conditions can vary harsh and include a wide range of conditions from extreme winds, temperatures range from below freezing to extremely hot for extended periods. Incumbent is required to use safety equipment, such as ear devices, hard hats, hard-toed shoes, respirators, and protective clothing.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

Education: Bachelor's degree in Civil Engineering; AND

Experience: Eight (8) years' work experience working in public works, transportation, or project management; experience with roadway design, roadway maintenance and pavement preservation; AND

Certification: Licensed Civil Engineer and registered in the State of Arizona; OR

Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of civil engineering principles, concepts, methods, techniques, and practices, including design and construction of roads and bridges.
- Knowledge of preparation of plans, specifications, cost estimates, schedules, and construction documents for a variety of transportation construction and maintenance projects.
- Knowledge of roadway construction and maintenance materials, methods, techniques, and principles.
- Knowledge of design and construction industry standard contract documents.
- Knowledge of civil engineering programs and projects to achieve community goals and objectives.
- Knowledge of methods and techniques of cost estimation and planning for projects.
- Knowledge of construction design, standards, materials, and construction.
- Knowledge of construction materials, methods, inspection techniques, and survey principles.
- Knowledge of symbols and terminology used in engineering drawings.
- Knowledge of tribal, state, and federal laws and regulations relating to construction activities and environmental issues.

Skills:

- Skill in use of personal computers, including software applications such as Microsoft Windows and Microsoft Office Professional software.
- Skill in civil engineering planning and design, including analysis and evaluation.
- Skill in evaluating transportation facilities, including pavement conditions, plans, feasibility recommendations, specifications, cost estimates, and construction work.
- Skill in establishing and maintaining effective working relationships with consulting engineers, contractors, public officials and representatives of outside agencies and organizations.
- Skill in negotiating terms and conditions of contracts and sensitive agreements.
- Skill in work management and work leadership.

Abilities:

- Ability to apply civil engineering principles, methods, and techniques to planning, construction and maintenance projects.
- Ability to read and effectively interpret civil engineering plans, reports, manuals, specifications, and submittals.
- Ability to determine appropriate methodology for successful completion of projects, including planning, research and contract management.
- Ability to use personal computer and engineering applications in performing duties.
- Ability to effectively and efficiently resolve conflict.
- Ability to communicate effectively both verbally and in writing.
- Ability to lift and carry objects weighing up to 25 pounds.
- Ability to walk, stoop, climb, bend, work in extreme weather conditions, and inspect transportation facilities.

NECESSARY SPECIAL REQUIREMENTS:

1. Licensed Civil Engineer and registered professional engineer in the State of Arizona.
2. Must possess an Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
3. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
4. Must not have any felony convictions and must not be on probation.
5. Must not have been convicted of misdemeanors at the local, state or federal level within the past twelve (12) months of application.

DESIRED REQUIREMENTS:

1. Knowledge of Tribal Transportation Programs (TTP).