



CIVIL ENGINEER GIS TECHNICIAN
HOPI DEPARTMENT OF TRANSPORTATION

REPORTS TO: DIRECTOR
SALARY RANGE: 49
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

The position is located in the Department of Transportation's Planning/Construction Section which is responsible for furnishing professional transportation planning services and technical assistance to the Hopi Department of Transportation, and staff for the maintenance, construction, and administration of roads and bridges on and/or near the Hopi Reservation within the jurisdiction of the Tribe. Activities performed by this section include: assisting the tribe in developing and updating of long-range (20 year) transportation plan for the Tribe, providing technical assistance on transportation related issues, maintaining and overseeing the Tribal updates to the BIA's National Tribal Transportation Facility Inventory (NTTFI), assist in developing and updating of the Tribe's Tribal Transportation Program (TTP) – Transportation Improvement Program (TIP), and coordinating Hopi transportation planning, maintenance and road construction activities on/or near the reservation with state, county, and local highway departments.

The incumbent contributes to the mission of this office by serving as the point of contact for road inventory update inquiries, maintaining and updating NTTFI data for the Tribal Government jurisdiction, road maintenance inquiries, and serving as representative for transportation planning (i.e., road inventory related) maintenance. The primary purpose of the work is to provide the Director with data needed to evaluate and program funds for road construction projects to meet short term and long range transportation needs on the Hopi Reservation Lands with their jurisdiction based on anticipated growth and development. The result of this work is a more effective road construction and maintenance program which serves the transportation need of the Hopi/Tewa people and provides access to tribal land from Navajo and/ or State Highway systems.

Assignments involve a variety of tasks and skills and require coordination of activities with other staff or representatives of other organizations. Consideration and analysis must be made of the various elements of the planning process required for the review or preparation of strip maps and route data sheets needed to update BIA road system, maintain and update road inventory database and correspondence files, and develop presentation materials for meetings with Tribal and other agency representatives, other government or public agencies, and civic or community groups. Contract monitoring assignments, pertaining to transportation related contracts (such as road inventory, road maintenance and road construction), follow established regulations, guidelines and evaluating proposed change order, maintaining up-to-date files, and attending public meetings. Independent judgement is exercised and skill to interpret and analyze considerable data, plan work, or refine methods and techniques to determine the best course of action for problems resolution.

This work is primarily sedentary in nature with substantial time spent at a computer terminal. Field inspections, activities and/or meetings will require standing, walking, climbing and bending as well as spending long periods in a vehicle. Most work is performed indoors in an office setting. Work includes working at a desk for extended periods of time; working with computers and other office equipment; moving throughout an office complex and from place to place throughout the Hopi Reservation and surrounding areas; and on occasion working directly with elected officials and appointed public officials. Work may also involve frequent interruptions. Travel by Tribal Government vehicle and commercial aircraft is required to attend meetings.

Personal contacts are for the purpose of obtaining and/or furnishing specific information of a factual nature concerning Hopi's Transportation Program (i.e., road inventory, road maintenance, safety, transit, and road construction) and to resolve discrepancies and/or problems associated with adherence to contract terms. Contacts involve other agencies, Federal, County, State, Tribes, Western Regional Office, Contractors, public, media, and Federal Highway Administration personnel.

ESSENTIAL FUNCTIONS

(This is not a comprehensive listing of all duties. This is ILLUSTRATIVE ONLY and not intended to be all inclusive or restrictive.)

1. Incumbent serves as point of contact for technical assistance in the submission of road inventory updates for the department and tribe.
2. Reviews and encodes Hopi road inventory data contained in the BIA's Road Inventory Field Data System (RIFDS) to incorporate changes resulting from recently completed road construction projects and/or roads system changes/additions requested by the Tribe. Work associated with this duty includes:
 - a. Assists the engineering staff in field inspections to obtain geometric, photographic and traffic data on recently completed road construction projects need for inventory updates.
 - b. Review and provide comment and/or correction to Tribal road inventory update to ensure that they are encoded correctly and contain the required documentation for submittal to BIADOT. Work includes the researching and verifying of BIA's rights-of-way records. It also includes the researching and verifying of route strip maps against the data provided using existing highway sections.
3. Develop, review, implement and/or provide technical assistance to tribe, transportation staff, engineering consulting firms and tribal government working with Long Range Transportation Plan (LRTP) and Atlas Map updates. This include working with Average Daily Traffic (ADT) calculation support data tables.
4. Assists the Director and staff in the preparation of project cost estimates for construction, maintenance, safety, transit, and planning projects to be included in the Tribal Transportation Improvement Programs (TTIP).
5. On occasion to assist engineering staff in the preparation of planning/engineering documents for insertion into Planning Files for road construction and/or improvement projects selected from Transportation Plans and/or Tribal Priority lists. Work associated with this duty includes; developing tables and spreadsheets, required Tribal Resolutions, right-of way documents, road inventory data and other pertinent project information.
6. On an as needed basis may be required to assist staff with preliminary road survey activities, in reviewing plans and specifications, calculating plan quantifies, performing drainage studies, and creating project maps.
7. Operates a personal computer and uses computer aided design, mapping, database, work processing, spreadsheet and presentation programs to prepare maps, inventories, reports schedules, slide shows, and correspondence. Assists in desktop mapping and GIS functions.
8. Assists with the development and maintenance of the 1984 Agreement with the Navajo Tribe. Further taking lead with development and the establishment of Hopi Tribe's Addressing and Street naming project for full completion and implementation.
9. Performs public outreach informing Tribal members of the existing conditions of the transportation system and identifies community transportation issues.
10. Performs other related duties as assigned or authorized to achieve Tribal/Program/Office goals and objectives.

KNOWLEDGE AND SKILLS

- Knowledge of HDOT Programs and operations, and tribal/personnel policies.
- Practical knowledge of civil engineering concepts, principles and practices associated with assisting in the planning, design, construction and maintenance of transportation systems, structures and related features.
- Knowledge of BIA road inventory update procedures and eligibility criteria for NTTFI system roads.
- Practical knowledge and skill in the use of personal computers and the following computer programs: Auto CAD, MS Word, MS Excel, MS PowerPoint, Google Earth Professional, Adobe Acrobat, and Road Inventory Field Data system (RIFDS)
- Knowledge and experience in using the BIA's Road Inventory Field Data System (RIFDS) to enter data to update the NTTFI.
- Familiarity with the Title 23 United States Code – Highways and 25CFR 170 – Tribal Transportation Program (TTP).
- Demonstrated skill in computer aided drafting and presentation techniques associated with the preparation of maps, charts, hand-outs, and overhead projections for transportation planning meetings.
- General understanding of long-range transportation demand model software.
- Ability to interact with the public, developers, contractors, and with other public officials, in a positive, courteous manner.
- Ability to establish effective working relationships with coworkers and supervisors.

- Ability to communicate clearly, both orally and in writing and to organize and verbally present complex material in a manner that is easy to understand.
- Ability to maintain accurate records.
- Ability to work regularly at the designated time and place and the ability to work under strict time constraints.
- Sufficient personal mobility that permits the employee to work in an office environment and to travel to meet with elected and public officials.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree I Planning with a Transportation emphasis or related field with a Master's Degree in Planning preferred;

AND

Experience: Prefer three (3) years of work experience in urban or regional planning or related field with Transportation Planning Experience preferred;

OR

Equivalent combination of Education, Training, and Experience which demonstrates the ability to perform the duties.

NECESSARY REQUIREMENTS

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

CREATED: 06/08/2023