

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
Toll-Free: 1-877-279-9097
Phone: 1(530)335-5421 ext. 1208
Fax: 1(530)335-3140

Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez Tribal Chairperson	Mickey Gemmill Jr. Tribal Vice Chairman	Tracy Eleck Tribal Secretary	Brandy McDaniels Tribal Treasurer	Lawrence Cantrell Sergeant-At-Arms	Jolee George Recording Secretary
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OFFICE OF HUMAN RESOURCES

JOB ANNOUNCEMENT

Title: Engineering Associate II
Department: Roads
Reports To: Roads Coordinator
Classification: Exempt and Full time
Salary: Range \$ 3844.00/mo. to \$4907.00/mo. *Depending on experience and qualifications*
Benefits: Health care Package (medical-dental-eye and life) after successful completion of 90-day probation

Position and Location

The Pit River Roads Department is receiving applications for a full-time Engineering Associate II to work out of the Burney Office. Various work projects will be located within the Tribe's 100-mile square area including Alturas, California or locations determined by Roads Coordinator.

Duties to Include

- Engineering Technician II is the experienced level position.
- Engineering work includes conducting cost feasibility and design studies related to roads, bridges and culverts; developing and administering professional service and construction contracts; and reviewing plans and inspecting projects.
- Job and salary level will be determined by applicant experience.
- Researching, analyzing and summarizing engineering data using computer applications; interpreting maps, plans//specs, graphs and statistical data; making complex engineering calculations quickly and accurately; and preparing technical documents, reports and correspondence.
- Knowledge of facility design and construction; applicable laws, coded and regulations; and basic supervisory principles.
- The Engineering Associate must represent the Tribe effectively with developers, contractors, professional groups and the public.
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Additional duties include:

- Record keeping, and interacting with the public via written correspondence, phone and in-person. Both positions require knowledge of engineering objectives, principles, procedures, standards, practices and information sources.

- Additionally, knowledge of material analysis/testing, soils analysis, statistical analysis and mathematical concepts related to the engineering process is essential.
- Knowledge in principles and practices of computer drafting, engineering database management, plan review and field inspection.
- Skills in performing independent research; using relevant office and field tools; and understanding applicable laws, codes and regulations.

Academic Requirements:

- Successful completion of a 4-year college/university with major course work relevant to engineering.

Professional Experience:

- The Associate should have at least two years of professional engineering experience. providing technical support to an engineering function.

Note: Pit River Tribal Preference. This position requires an awareness and deep appreciation of Indian traditions, customs, and socioeconomic need. It requires the ability, at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness, and good judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color religion, sex, age, national origin, marital status, or ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability. Tribal Member Preference and or Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

MUST PASS A PRE-EMPLOYMENT DRUG TEST AND REFERENCE CHECK.

You may download an application off the Pit River Tribes website at <http://pitrivertribe.org/tribal-employment/>
Drop off your application, resume and cover letter at the Tribal Administration office located at 36970 Park Ave, Burney, CA 96013 or mail. You can also fax the application to 530-335-3140 in care of HR.

Inquiries about the application process can be sent to:

Elizabeth Sato, Human Resources Director

Tribal Administration

36970 Park Avenue, Burney, California 96013

(530)335-5421, (530)335-3140 Fax

hr@pitrivertribe.org,

<http://pitrivertribe.org/>

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Job Posted on: March 24, 2019 (first posting)

Job Closing Date: April 12, 2019 by 5 p.m. close of business day