

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



**Human Resources Dept.**  
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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Agnes Gonzalez  
Tribal Chairperson

Russell Eleck  
Tribal Vice Chairman

Tracy Eleck  
Tribal Secretary

Brandy McDaniels  
Tribal Treasurer

Gary Wilson Jr.  
Sergeant at Arms

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## Position Description

**Position Title:** Civil Engineer II  
**Department:** Roads  
**Reports To:** Roads Coordinator  
**Classification:** Full Time Permanent  
**Pay:** \$78,440.00-\$87,130.00/Annually DOE

### Introduction:

The Pit River Tribe Roads Department is soliciting applications for a Civil Engineer II to survey, design, and provide project management of a range of roads, bridge, and trail projects from conception through to completion. The location of various projects will be within the Tribe's 100-mile square area.

### Responsibilities:

- Plan, manage, survey, design, develop, create and maintain small-scale through to large-scale construction projects in a safe, timely and sustainable manner.
- Conduct on site investigations and analyze data (maps, reports, tests, drawings and other).
- Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications.
- Assess potential risks, materials and costs.
- Provide advice and resolve creatively any emerging problems/deficiencies. Oversee and mentor staff and liaise with a variety of stakeholders.
- Handle over the resulting structures and services for use.
- Monitor progress and compile reports in project status.
- Assist in management of the budget.
- Purchase equipment/materials.
- Comply with guidelines and regulations including permits, safety, etc. and deliver technical files and other technical documentation as required.
- Respond to emergencies as directed and performs tasks in the interest of public safety and property protection during emergencies.

### Qualifications:

- Requires a bachelor's degree in engineering and 2-4 years of experience in the field or in a related area.
- Familiar with standard concepts, practices, and procedures.
- Ability to rely on experience and judgment to plan and accomplish goals.
- Ability to perform a variety of tasks.

- Work well under general supervision.
- A certain degree of creativity and latitude required.
- Familiar with AutoCAD, Civil 3D or similar, GPS/GIS. Proficiency in site layout, grading, utility design, erosion control, regulatory approvals, etc.
- Project management and supervision skills.
- Strong communication and interpersonal skills.
- License of professional engineering and currently licensed in the State of California. BS/MA in Civil Engineering.
- Valid California Driver's License.
- Able to travel to project sites, training and/or meetings.
- Submit to a pre- employment drug test. Six-month probationary period.

**Note:** 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, discretions, 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. 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).

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.

**Indian Preference:** Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage. Note: This position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, 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.

**Contact:**

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