

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-22-46

Closing Date: Open until filled



POSITION TITLE: Civil Engineer Technician

DEPARTMENT: Facilities Management

Position Summary:

Under the general supervision of the Facilities Director, the Engineering Technician is responsible for providing technical assistance on a wide variety of construction projects. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

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

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Assists in the design of a wide variety of construction projects.
- Assists Project Manager in scheduling project work, and independently plans and carries out construction assignments.
- Inspect construction materials and equipment for conformance with specifications
- Completes reviews of drawings, code requirements and other pertinent documents; maintains current files and project status records.
- Assists in providing direction/planning for renovation and expansion projects.
- Assists in the planning, development, implements and monitoring of short and long term goals and objectives for the Facilities Division, taking into account the Strategic Plan of the Corporation.
- Assists in providing direction/planning for renovation and expansion projects.
- Prepare sketches, construction details, installation drawings and other technical products to support civil engineering projects and operations.
- Orders necessary materials from construction documents and projects.
- Works on projects involving coordination with the State Historical Preservation Office and other state and federal agencies;
- Reviews and modifies "as-built" drawings, using Auto CAD Version 2015, or higher computer-aided-drafting software.
- Assists in planning for compliance of regulatory disciplines from all sections of affiliated entities that guide and monitor health care standards.
- Insures cost estimate and technical data are correct and applicable.
- Assists with developing scope of work with recommendations to top management for final decision.
- Maintains comprehensive deficiencies listings, along with proposed new projects and provides preliminary plans to the management team, with estimated costs and proposes design and construction schedules.
- Participates in field inspections of various phases of construction work and conducting final inspections to assure compliance with plans and specifications.
- Contributes to a team effort and accomplishes related results as required.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Certification in AutoCAD, a Bachelor's in Construction Management or Civil Engineering is preferred, or closely related field. Five (5) years' experience in Computer Aided Drafting. Experience in construction management, buildings, engineering/project management and infrastructure is preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of professional civil, mechanical, and electrical engineering concepts, principles, and practices and applies to the many types of hospital facility.
- Knowledge of Computer Aided drafting (AutoCAD, Civil 3D, Revit).
- Knowledge of construction standards, concepts, and techniques; applicable codes and regulations including those of AAAHC, OSHA, and UFAS.
- Knowledge of mechanical and electrical concepts, principles and practices.
- Knowledge with application with Building Codes, Water Works Association, Uniform Utility Codes, Life Safety Codes and NFP 101.
- Knowledge & skill necessary to recommend acquisition/procurement options in accordance with special type of actions, Performance Based Contracting, Green Purchasing, Buy Indian, Personal Service, Indefinite Delivery/Indefinite Quantity Task Order Contracts, Commercial Contract Actions, Basic Ordering Agreements, Blanket Purchase Orders, Unpriced orders, etc.
- Knowledge of strong work ethics in the workplace.
- Knowledge of computer skills, e.g. Microsoft Office Software (Outlook, Word, Excel, PowerPoint), Internet.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to develop and deliver presentations.
- Ability to develop and maintain recordkeeping systems and procedures and quality control standards.
- Ability to be dependable in attendance and job performance.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.
- Knowledgeable about PPE's, OSHA, and other occupational/industrial hygiene protocols.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to reach and grasp objects; finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.