

**YUOK TRIBE-JOB DESCRIPTION  
Senior Civil Engineer-Fisheries**

Job Title:	<b>Senior Civil Engineer/Design and Engineering Branch Manager</b>				
Job Grade:	<b>13/14</b>	FLSA Status:	<b>Exempt</b>	Location:	<b>Arcata</b>
Department:	<b>Fisheries</b>		Division:	<b>Natural Resources</b>	
Reports To:	<b>Design and Technical Services Program Manager</b>				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	<b>\$94,099-\$122,761/\$110,260-\$143,873</b>				

**POSITION SUMMARY:**

Serve as Senior Civil Engineer to assist with river and watershed restoration design and construction projects for the Yurok Tribe working with the Fisheries and Watershed Restoration departments under general supervision of the Fisheries Program Director.

**DUTIES AND RESPONSIBILITIES**

**Civil Engineering:**

1. Serve as the Civil Engineer on the multi-disciplinary Yurok Tribe Channel Rehabilitation Design Group
2. Conduct other Civil Engineering duties for the Tribe as needed.
3. Participate in external technical teams of engineers and scientists (e.g. Design Team and Gravel Augmentation Workgroup within the Trinity River Restoration Program), including preparation of Yurok Tribe review comments on external science and engineering reports and designs
4. Perform field investigations and surveys including collection of planning and design data
5. Plan, develop, and evaluate project alternatives for channel and floodplain rehabilitation, large wood placement and engineered log jams, watershed restoration, road decommissioning and gravel augmentation projects, including:
  - a. Engineering and grading plans, specifications, and reports
  - b. Digital Terrain Models (DTM'S)
  - c. Quantity and cost estimates
  - d. Risk assessments
6. Conduct hydraulic modeling and obtain appropriate FEMA certifications
7. Prepare and stamp construction drawings, specifications, and reports
8. Coordinate public involvement, and landowner contacts needed for the development of project alternatives and various access and maintenance agreements
9. Assist in developing Tribal positions concerning the specific area of responsibility
10. May be assigned other duties as necessary to meet the needs of the organization.

**Construction Planning, Execution, and Oversight:**

1. Perform civil engineering duties related to construction planning including:
  - a. Oversee implementation of river restoration/construction projects to ensure compliance with contracts, specifications, and environmental regulations
  - b. Develop/evaluate engineering cost estimates for bid documents and project proposals

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- c. Develop or evaluate pre-project proposals related to engineering aspects of the project
  - d. Develop engineering drawings
  - e. Engineering quantity take-off calculations to help formulate/evaluate cost estimates
  - f. Assist with the development of construction Quality Control planning for bid documents
  - g. Assist with other aspects of bid and grant proposal development
2. Develop, award, and manage engineering and construction, and other restoration design or modeling related support contracts
  3. Plan and oversee cost and schedule execution of project planning, design, and construction
  4. Perform on-site engineering duties related to construction activities including:
    - a. Serve as a Civil Engineer on-site activities and liaison with internal and external project managers, construction inspectors, and clients
    - b. Conduct construction management, quality control inspections, sediment control, and environmental compliance monitoring. Write construction progress and close out reports.
    - c. Coordinate all necessary environmental permit requirements, including NEPA/CEQA compliance, Storm Water Pollution Prevention Plans (SWPPP's), and realty actions
    - d. Serve as Quality Control Management on Yurok Tribe internal construction activities
    - e. Perform surveying and grade checking for quality control to the project design
    - f. Develop as-built drawings, quantity calculations, and other post implementation reports and administrative duties
    - g. Field direct some construction activities, especially, watershed restoration, road decommissioning, Large Wood placements and Engineering Log Jams

**SUPERVISORY RESPONSIBILITIES:**

The Engineer performs the full range of supervisor duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment, and capability of employee. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction and guidance to subordinates on work matters. Develops staff career development plans designed to improve the job-related effectiveness of each departmental employee. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.

**DESIRABLE QUALIFICATIONS:**

1. Successful completion of higher education courses in Native American history, tribal self-government and/or federal Indian policy
2. Knowledge of historic and contemporary legal decisions involving Indian fisheries and water rights and the resulting actions, mandates, and implications, including; 1975 Indian Self-Determination Act, *U.S. vs. Washington* (Boldt Decision) and Magnuson-Stevens Fishery Management Act.

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**MINIMUM QUALIFICATIONS:**

1. Current professional civil engineering licensure in the State of California, or obtain within 6 months of hire.
2. Advanced skills in engineering design software – AutoCAD Civil 3D or equivalent
3. Advanced skills in hydraulic modeling tools, 1D or 2D, HEC-RAS or equivalent
4. Advanced skills in Topographic Surface Modeling and development of Digital Terrain Models (DTM's)
5. Advanced skills in large wood design related to structural evaluation and risk analysis
6. Advanced skills in construction engineering including: cost estimating, project layout, and surveying
7. Advanced skills in project management, engineering coordination, and construction oversight
8. Demonstrated ability with ArcGIS, including the ability to create, edit, export and manage GIS files from multiple sources.
9. Extensive communication skills, especially writing and public speaking.
10. Interpersonal and oral communication skills to work cooperatively with individuals of diverse background.
11. Knowledge of ESA, NEPA, CEQA, and FEMA regulatory permitting and compliance.
12. Ability to compile, analyze and report data concerning physical sciences.
13. Proven experience in training and supervising subordinate staff.
14. Possess a valid California Driver's License with a clean driving record.

**EDUCATION/EXPERIENCE:**

Candidates should possess a Master's degree or a Bachelor's degree in civil engineering with focus on water resources, hydrology and hydraulics or closely related field.

**PLUS:**

Ten years of demonstrated experience with progressively increasing responsibility in the field of geomorphology/hydrology/river restoration/design engineering/construction contracting and oversight

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. May be subject to the Tribe's Comprehensive Background Check policy.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. LANGUAGE SKILLS: Must have the ability to read, write and comprehend complex instructions, technical correspondence, and memos. With ability to effectively present information in one-on-one and group situations to technical audiences, policy makers, and other employees of the organization.
5. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete

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variables in standardized situations.

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

7. **VISION REQUIREMENTS:**

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_(print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date