



## **JOB DESCRIPTION**

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| <b>POSITION:</b>     | <b>Civil Engineer</b>   |
| <b>WAGE:</b>         | Based on qualifications   |
| <b>SUPERVISOR(S)</b> | Wisconsin Tribal Conservation Advisory Council Executive Director |
| <b>LOCATION:</b>     | Ashland, Rhinelander, Shawano, Spooner. May be negotiable.        |

## **THIS IS A FULL TIME EXEMPT GRANT FUNDED POSITION**

**JOB SUMMARY:** This is a **Civil Engineering** position which provides engineering assistance to Wisconsin Tribes. This position serves Wisconsin Tribes and is responsible for providing technical guidance and leadership in the overall planning, design, installation, and maintenance of the engineering phases of Natural Resources Conservation Service (NRCS) conservation practices in Wisconsin.

## **DUTIES AND RESPONSIBILITIES**

1. Provides planning, design, and construction inspection of NRCS engineering practices. Makes periodic on-site inspection of engineering work for technical adequacy and adherence to standards and policy.
2. Plans and conducts pre-bid site showings, approves construction schedules, and monitors work for compliance with contract requirements.
3. Interprets plans and specifications, directs the calculation of materials, prepares construction estimates and invoices, provides production engineering leadership and direction and helps provide engineering continuity and coordination.
4. Performs site investigations and feasibility studies; reviews field designs of structural works, prepares or reviews field designs and preliminary and final drawings and specifications on civil engineering practice. Recommends changes in designs, specifications, and schedules to accommodate conditions at the construction site, availability of materials, or to expedite construction. Makes hydrological determination and solves hydraulic problems including flood routing.
5. Conducts periodic quality reviews of notes, drawings, designs, and installations for compliance with policies, procedures, and specifications.
6. Assists in evaluating the effectiveness of engineering practices, technical documents, and procedures. Assists in the development of new technical documents and revisions to existing Technical Guide.

**KNOWLEDGE:**

Professional knowledge of civil engineering theory, principles and methodologies, NRCS policies and program practices and relevant federal laws. Knowledge of computer hardware and NRCS engineering software.

**QUALIFICATIONS:**

1. Professional Engineer license or completion of a 4 year engineering degree, or equivalent experience.
2. Skill in oral and written communication to advise, consult, inform and negotiate with Tribal, Federal and State officials and other agencies and groups.
3. Must be proficient in the use of computers and office software programs, data analysis and database management. Incumbent must have experience using GIS programs and GPS equipment. Must have a valid driver's license, reliable vehicle and insurance coverage as a condition of employment.

**PHYSICAL REQUIREMENTS:** Must be able to work long days in the outdoors while exposed to the elements. Ability to walk and stand for long periods. Physical ability to lift and carry 50 lbs.

**TRAVEL REQUIREMENTS:** Travel daily to Tribal Land with occasional office days. Work related travel will be reimbursed at the federal mileage rate. Per Diem will cover accommodation and meals.

**APPLICATION SUBMITTAL REQUIREMENTS:**

Cover Copy of valid driver's license  
Copy of post-secondary transcripts and certifications  
Copy of Tribal membership, if applicable  
Letter and resume to include work history and three references

**E-MAIL APPLICATION MATERIALS TO**

[wtcac1@gmail.com](mailto:wtcac1@gmail.com)

**ATTENTION: CIVIL ENGINEER**