



JOB ANNOUNCEMENT # 499159

POSITION TITLE: TRANSPORTATION ENGINEER

SALARY: NEGOTIABLE

OPENING DATE: MAY 22, 2023 **MAY 22 2023**

CLOSING DATE: JUNE 05, 2023 OR UNTIL FILLED

SUPERVISOR: DIRECTOR, OFFICE OF ENGINEERING SERVICES

TYPE OF EMPLOYMENT: EXEMPT REGULAR FULL-TIME

JOB LOCATION: PUBLIC WORKS DEPARTMENT
OFFICE OF ENGINEERING SERVICES

SCOPE OF SERVICE:

The Transportation Engineer provides expertise in the planning, design, construction, and maintenance of roadways, bridges, parking areas, pedestrian facilities, and other built infrastructure intended to accommodate the movement of people and goods to, from, and within the reservation boundaries of the Mississippi Band of Choctaw Indians (MBCI). The Transportation Engineer works closely with the Bureau of Indian Affairs (BIA), the Federal Highway Administration (FHWA), the U.S. Department of Transportation (USDOT), and the Mississippi Department of Transportation (MDOT) on matters ranging from planning and funding to design and construction of transportation facilities. Locally, the Transportation Engineer works with tribal government and tribal members to ensure that transportation facilities on MBCI lands are functional, safe, and serve the needs of the travelling public.

DUTIES AND RESPONSIBILITIES:

1. Read, comprehend, evaluate, interpret, and implement tribal, federal, state, and local laws, policies, mandates, and regulations relating to professional and technical engineering work in connection with the development, construction, and maintenance of roadways, bridges, parking areas, pedestrian facilities, and other built infrastructure;
2. Read, evaluate, develop, and interpret technical documents and design drawings. When developed in-house, such information may be issued to outside consultants, contractors, and/or suppliers. As such, information developed by the Transportation Engineer must be accurate and must clearly define the work, service, and/or materials required;

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3. Exhibit the ability to identify alternatives and make technical decisions, sometimes with little to no input from supervisors or co-workers. If a situation dictates, must be capable of making efficient and technically sound decisions based on incomplete and/or conflicting information;
4. Effectively utilize any technical software needed to perform specific duties;
5. Recognize the need for continued professional and technical development. Must self-monitor continuing education needed and must schedule and attend any necessary training within time and budget constraints;
6. Conduct analysis and evaluation of projects, studies, and/or surveys related to technical activities within the Office of Engineering Services;
7. Direct or consult with others in the preparation of designs, plans, and specifications for construction projects having varying degrees of complexity and funding availability;
8. Perform project management duties for infrastructure-related design and construction contracts, from initial planning through construction close-out. Many projects will require communication with outside regulatory and/or funding agencies through all stages;
9. Assist with development and maintenance of comprehensive record-keeping systems that will help ensure that tribal transportation infrastructure is operated, maintained, and expanded in a manner that anticipates and satisfies the needs of tribal members, provides the capacity needed to support economic development efforts, and maintains compliance with existing and future regulatory requirements, i.e. short- and long-range planning;
10. Prepare opinions of costs associated with construction and/or renovation of tribal transportation and/or other infrastructure projects;
11. Prepare applications and supporting documentation for infrastructure project funding opportunities as may become available from time to time from local, state, federal, or other sources;
12. Perform research and provide information needed by consultants, contractors, and/or suppliers retained by MBCI for design and/or development of transportation or other infrastructure projects;
13. Review construction drawings, technical specifications, and other technical materials prepared by others. Said reviews shall test for compliance with requirements as set forth in MBCI's Standard Specifications for Design and Construction of Roads, Sanitary Sewerage, and Water Distribution Systems and/or other specifications as may be dictated by tribal authorities or outside funding agencies;

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14. Assist with the maintenance of a central repository (database) for construction drawings and other technical documentation which reflect "as-built" conditions for tribal transportation and other infrastructure projects;
15. Prepare and update standard specifications, agreements, and other documents which govern the planning, design, and construction of tribal transportation or other infrastructure projects;
16. Assist with the evaluation of potential for tribal properties to support and sustain developments proposed for said properties. Such evaluations may include consideration of impacts to the natural environment and/or tribal transportation infrastructure;
17. Provide detailed written reports as needed to document the findings of inspections, investigations, or other such observations. Reports shall be written with sufficient clarity to accurately describe findings to the audience being addressed, which may require the production of drawings, sketches, charts, tables, etc.;
18. Represent MBCI in a professional and effective manner while working with appropriate tribal, federal, state, and local representatives on projects of mutual interests to said parties. Such representation may include negotiating requirements for multi-jurisdictional projects and/or determining the most prudent method for satisfying conditions imposed by outside funding agencies;
19. Serve as a technical representative for and/or assist with the implementation of special projects assigned to the Office of Engineering Services;
20. Perform grant-writing and grants management duties in compliance with grantor regulatory requirements, whether such grantors be local, state, Federal, or private entities; and,
21. Perform other duties as assigned by supervisor and/or other authorized superiors.

WORK ENVIRONMENT:

1. While performing the duties of this job, the Transportation Engineer will be exposed to outdoor weather conditions, work on active construction sites, and in typical office settings;
2. Work will often be performed under adverse conditions, i.e., active construction sites with moving heavy equipment and hazardous environments (trip/fall, noise, dust, fumes, open excavations, etc.); and,
3. Some work will occur outside of regular working hours, including nights, weekends, and holidays, should construction schedules dictate such.

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PHYSICAL DEMANDS:

1. Ability to sit, stand, walk, bend, and stoop. May walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds;
2. Ability to work at a desk or computer terminal for extended periods of time when duties dictate;
3. Ability to work in environments and under conditions as described herein;
4. Ability to walk over rough terrain for extended periods and/or stand for extended periods, while exposed to environmental conditions as described herein; and,
5. Ability to enter, exit, and operate passenger vehicles, including ability to drive or ride as a passenger for extended periods.

TRAVEL:

Most travel will be limited to MBCI communities. Some overnight travel will be required to attend training sessions, meetings and other information-gathering opportunities. Long-term overnight travel will not be required.

QUALIFICATIONS:

1. Bachelor of Science degree in Civil Engineering. To be acceptable, the degree must have been conferred by a school of engineering with a curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum;
2. Must possess an active certificate of registration as a Professional Engineer from the Mississippi Board of Registration for Professional Engineers. Applicant must attach proof of his/her active certification as a Professional Engineer in a form issued by the Mississippi State Board of Registration for Professional Engineers;
3. Minimum of 10 years' work experience in a transportation engineer role (preferably managing projects utilizing federal government funding) with documented evidence of having progressed through positions of increasing responsibilities;
4. Strong competencies in transportation-related engineering design analysis using field-derived or other reliably-obtained data. Must be capable of operating modern engineering tools and equipment to collect needed information in the field;

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5. Proficiency in the use of Microsoft software, including Word, Excel, PowerPoint, Project Management, and other useful management software as adopted by the Office of Engineering Services;
6. Must have a clean driving record and be qualified to operate tribal vehicles at the time of employment as defined and determined by MBCI's Risk Management Office; and,
7. Must fully comply with MBCI's Tribal Drug and Alcohol Testing policies and background clearance requirements at the time of employment.

STATEMENT OF TRIBAL POLICY REGARDING INDIAN PREFERENCE:

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

"Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination."

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033
Choctaw, MS 39350