

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406-675-2700
PERSONNEL OFFICE FAX: 406/226-2562
WEBSITE ADDRESS: cskt.org/personnel
E-mail: sherry.dupuis@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Civil Engineer Technician

LOCATION: Roads Program - DEWR KH Office - Ronan, MT
Division of Engineering & Water Resources/Natural Resources Department

SALARY: \$21.36 to \$24.55 per hour; including Benefits: Health Insurance, Life Insurance, Retirement, Long-term Disability, and PTO & Paid Holidays

CLOSING DATE: Monday, December 15, 2025 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** The Civil Engineer Technician position is a full-time specialized technical position, with responsibilities and duties associated with the computer-aided design work and construction monitoring of road construction projects for the Tribal Roads Program.

DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist primarily in the planning, scoping, preparation of plans, specifications and estimates for the construction and maintenance of roads using ArcGIS, CADD, Word, EXCEL and other software.
- Determine unit quantities of work from developed road plans.
- Assist with the investigation, formulation and evaluation of preliminary or conceptual road and street designs to select feasible alternatives.
- Perform field and office design work for road construction based on information from surveys and data accumulated by using data collectors, GIS (Geographic Information Systems) and GPS (Geographic Positioning System).
- Monitor and document the performance of construction work on a road project to assure that it is performed in compliance with contract requirements.
- Solve most problems encountered on own initiative, as a project representative.
- Compute and track quantities, progress estimates, and prepare estimates with recommendation for payments on completed work.

- Participate in meetings with other agencies and jurisdictions (state, county, federal, city) regarding road construction activities.
- Perform other duties as assigned or required.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Incumbent is required to have an Associate's degree in Civil Engineering Technology or related field **OR** two (2) years of increasingly responsible work in engineering design, planning, maintenance or management, or equivalent formal training beyond an Associate's degree in one of these areas.
- Must have a high degree of skill in organizing and analyzing data; interpreting maps, plans aerial photography, Geographic Information Systems (GIS); and in drafting technical documents including plans, maps and reports, as well as the operation of CADD or other software.
- Possession of a valid driver's license with the ability to obtain a Montana Driver's License within six (6) months.
- Must have liability or full coverage insurance on personal vehicle (if used to travel off-site in performance of duties).
- Required to obtain and maintain additional certification as necessary for various Roads or other Program projects.
- Must wear Tribal Government identification and safety apparel when conducting field activities.
- Required to successfully complete a certified defensive driving course approved by the department upon hire and every three (3) years thereafter.

FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant academic transcripts and/or certificates.
3. Copy of valid driver's license.
4. If applicable, please submit proof of Enrollment in a Federally recognized Tribe, if other than CSKT.
5. If claiming Veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, at 406/675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact Scott Johnston - Roads Program Manager at 406/675-2700 Ext. 6202.