

**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**

*****VACANCY ANNOUNCEMENT*****

*Are you a motivated person looking for a great job opportunity to make a difference and join our team to improve the road system on the Flathead Reservation? Interested and qualified applicants are encouraged to apply!
Learn more and apply at cskt.org/personnel.*

TITLE: Civil Engineer Technician (Contract Position)
LOCATION: Roads Program - DEWR KH Office - Ronan, MT
Division of Engineering & Water Resources/Natural Resources Dept
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, May 18, 2026 at 5:30pm

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, plats 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.