



## EMPLOYMENT OPPORTUNITIES

**Job Title:** Civil Engineering Technician

**Closing Date:** 01/30/2026

**DEADLINE:** *Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.*

Job Number: 26-030-2

Job Type: Full-Time Regular

Department: Land Use Planning and Zoning

City: Sacaton, AZ

Location: 291 W. Casa Blanca Rd.

Area of Interest: Planning & Zoning

Salary/ Hourly Rate: \$24.19-\$38.19/Hourly

Tribal Driving Permit Required: Yes

### DISTINGUISHING FEATURES OF THE CLASS:

The Civil Engineering Technician provides technical support performing and completing engineering designs, computer aided drafting, Geographic Information Systems mapping and data management and other related duties in the areas of structural engineering, construction design and supervision, highways and transportation engineering, water resources engineering or environmental protection.

### ESSENTIAL FUNCTIONS:

- Gather and provide data to obtain precise calculations for detailed engineering drawings and code data in preparation for data processing input.
- Gather computer aided drawings and maps using AutoCAD and related software and also survey and other engineering data.
- Identify and resolve geometric and trigonometric problems encountered during process of making detailed drawings.
- Produce map products using ESRI ArcMap, review construction plans and installations; verifying that these are in accordance with designed specifications and other requirements.
- Prepare and maintain required records and reports including legal description of right-of-ways.
- Operate reproduction machines for reproduction of drawings.
- Participate in planning, problems solving and decision making meetings.
- Prepare as-built (record) drawings using contractor and engineer's information.
- Perform other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of freehand and mechanical drafting methods, procedures and techniques.
- Knowledge of AutoCAD programs available for use in drafting, engineering surveys and as a design draftsperson.
- Knowledge of methods, procedures and techniques used in analyzing and interpreting a variety of engineering data, such as field surveys, aerial photographs, and maps.
- Knowledge of ESRI ArcMap and ability to import mapping data from other sources.

- Ability to use and maintain a variety of drafting tools.
- Ability to operate a variety of office equipment used to do engineering calculations.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Associate's Degree from an accredited college or university in Engineering, Engineer Technology or a closely related field and three (3) years of related technical experience; Or
- High School diploma or GED and five (5) years of related technical experience.

**ADDITIONAL REQUIREMENTS:**

- **Required to obtain a Tribal Operator's permit.** Valid state driver's license with a current proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Non-Supervisory, Hourly Position  
Reports to Director or designee

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**BENEFITS:**

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

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Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

**If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.**

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

**HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.**

Visit our GRIC website and apply online: [www.gilariver.org](http://www.gilariver.org)