THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DNR0129760**	DATE POSTED:	**01/12/15**
POSITION NO:	**240005**	CLOSING DATE:	**01/26/15**
POSITION TITLE:	**Petroleum Technician-Trainee**		
DEPARTMENT NAME / WORKSITE:	**DNR/Minerals Department/Shiprock, NM**		

WORK DAYS:	Mon-Fri **	REGULAR FULL TIME:	☑		GRADE/STEP:	AB61A
WORK HOURS:	8-5, on call 24/7	PART TIME:	☐	NO. OF HRS./WK.:	$ 31,179.20	PER ANNUM
**(may work weekends)		SEASONAL:	☐	DURATION :	$ 14.99	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Independently inspects assigned Navajo Nation oil and gas leases and operating agreements to enforce applicable laws and regulations. Inspect and verify oil and gas well production. Witness drilling, plugging and abandonment operations, gas meter calibration, Leases Automatic Custody Transfer proving, and oil sales verification. Inspect oil storage facilities for site security. Conduct health and safety inspections regarding hydrogen sulfide, carbon dioxide, and warning/caution signage in the area. Conduct environmental inspection regarding undesirable events, spills, and discharges. Issue violations, penalties, and shut-down orders per the Bureau of Land Management (BLM) and Navajo Nation laws and regulations. Maintain accurate land status maps, records, tank strapping tables, and site facility/security diagrams. Maintain records on drilling, plugging, production, and other related activities. Enter inspection data into the BLM's Automated Fluid & Minerals Support System. The trainee must attend the mandatory BLM Oil and Gas Certification School and pass each of the six modules and the final field exam with a score of 80% or better. Failure to satisfactorily complete the mandatory BLM Oil and Gas Certification School in a timely manner may be cause for dismissal.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate of Science degree with advanced mathematics coursework.

Preferred Qualifications:

- Oil and gas industry field experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Must be able to speak Navajo, use a personal computer, and possess effective verbal and written communication skills. Must be in good health, be able to lift 25 lbs. or more, be able to climb steps and/or ladders at least 20 feet high, and be able to hike several miles.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.