

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR0122814

Date Posted: 01/31/11

POSITION NO: 240005

Closing Date: 02/11/11

CLASS CODE: 3010

POSITION TITLE: Petroleum Technician-Trainee

DEPARTMENT NAME: Division of Natural Resources/Minerals Department

DEPARTMENT NO: 12 WORKSITE LOCATION: Shiprock, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N610A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: \_\_\_\_\_ \$ 28,371.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 13.64 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Independently inspect assigned Navajo Nation oil and gas leases and operating agreements to enforce applicable laws and regulations. Inspect and verify oil and gas wells for production. Witness drilling, plugging and abandonment, gas meter calibration, Lease Automatic Custody Transfer proving and oil sales. Check oil storage facilities for site security. Conduct health and safety inspections regarding Hydrogen Sulfide, Carbon Dioxide, warning & caution signs 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 the Nation laws and regulations. Maintain accurate land status maps, records, tank strapping tables in addition to site facilities and security diagrams. Keep records on drilling, plugging, production and other related activities. Enter inspection data into the BLM Automated Fluid & Minerals Support System. The Trainee must attend the mandatory BLM Oil and Gas Certification School and pass each Module with an 80% or better.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Associates of Science Degree with advanced mathematics coursework; or an equivalent combination of education, training, experience which provides the capabilities to perform the described duties. **(to receive full credit for education, training applicant must submit college transcript, certificate, diploma, etc.)**

**Experience:**

Some experience in the Oil and Gas field preferred but not required.

**(To receive full credit for education/training applicant must submit copies of transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

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

**License/Certification Requirements:**

Must possess a Valid State Drivers License.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*