

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | <u>DNR01317020</u> | DATE POSTED: | <u>01/31/19</u> | | |
| POSITION NO: | <u>153372</u> | CLOSING DATE: | <u>02/13/19</u> | | |
| POSITION TITLE: | <u>Senior Engineering Technician (2 Positions)</u> | | | | |
| DEPARTMENT NAME / WORKSITE: | <u>NLD/Navajo Cadastral Program, Window Rock, AZ</u> | | | | |
| WORK DAYS: | <u>Monday - Friday</u> | REGULAR FULL TIME: | <input checked="" type="checkbox"/> | GRADE/STEP: | <u>AR60A</u> |
| WORK HOURS: | <u>8 am - 5 pm</u> | PART TIME: | <input type="checkbox"/> | NO. OF HRS./WK.: | <u>30,035.20</u> PER ANNUM |
| SENSITIVE | <input type="checkbox"/> | SEASONAL: | <input type="checkbox"/> | DURATION : | <u>14.44</u> PER HOUR |
| NON-SENSITIVE | <input checked="" type="checkbox"/> | TEMPORARY: | <input type="checkbox"/> | | |

DUTIES AND RESPONSIBILITIES:

The Navajo Nation has a MOA with the US Bureau of Land Management to create cadastral survey marking and defining land boundaries within the Navajo Nation which is critical to environmental management sensitive areas., legally describes lands for leasing or conveyance purposes, community land use plans for economic and community development and help protect the interest and rights of the Navajo Nation Performs land surveys within the areas of AZ, NM, and UT with the US Bureau of Land Management office by installing cadastral monuments to establish townships, ranges, Section corners and plot township onto geographic maps for recordation's of land status with BIA, Navajo Land Title Data System and local County Recorder's office. Under the supervision of a Principal Engineering Technical, conducts historical topographical, differentia traverse and trigonometric surveys: locates boundary and section corners: re-check historical surveys: records field measurements and sketches and computes survey data. Occasionally attend joint meetings with the BLM offices and training to meet the safety requirements as a surveyor and liabilities. Utilizes ATV's and heavy equipment's in the remote location to conduct Cadastral surveys.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED: and two (2) years of experience Engineering Technician or Survey work Experience; or an equivalent combination or education and experience.

Special Requirements:

- Possess a valid 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:

Special Knowledge: 1) Knowledge of Geographic Information Systems (GIS), surveying, mapping, and Global Position Systems (GPS) practices; 2) knowledge of basic computer hardware and software; and 3) Knowledge of legal land description development and interpretation. Skills and Abilities: 1) Ability to verbally communicate in Navajo language to provide presentation at Chapter meetings; 2) Must have ability to produce written communications for reports writing and correspondences; and 3) Customer services techniques/telephone/etiquette when responding to inquiries and complaints. - MUST SPEAK NAVAJO LANGUAGE to effectively communicate with the Navajo People when assigned in the field to communicate with Navajo people. Must be willing to work 10 hours per day, Monday thru Thursday and willing to stay at designated lodging with survey crew near job site for four nights. The job requires carrying up to 85 pounds of equipment when hiking several miles in heavy and rugged terrains with deep slopes to conduct mapping and Cadastral

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