

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01315200
POSITION NO: 154723
POSITION TITLE: _____

DATE POSTED: 04/13/18
CLOSING DATE: 04/27/18

Principal Engineering Technician

DEPARTMENT NAME / WORKSITE: NLD/Shiprock Land Office, Shiprock, NM

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB63A</u>
WORK HOURS: <u>8 am - 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>37,627.20</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>18.09</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Conducting legal survey within the Shiprock Agency of the Navajo Nation, topographical, differential, traverse and trigonometric surveys; locates cadastral boundary and section corners; historical surveys; record field measurements and sketches; and computes survey data . Produce field notes, re-check all legal survey land plat descriptions for home site leases before it is uploaded onto a master Geographic Information Systems (GIS) maps which depict all approved home site leases. Assist in scanning survey plats and plot the coordinates onto a master map for recordation of digital data into the Navajo Land Title Data Systems (NLTDs). Work directly with clients with home site leases packets to insure all required documents are adhered before submission for approval. Provide presentations on the overall home site processes. Navajo Land Department master plans for the department and accomplishments of the Navajo Land Department. Utilizes ATV's and heavy equipment's in the remote location to conduct legal surveys. Oversee all function of the Shiprock Land Office while working with entities such as BIA, BLM, State Offices and Private surveyors. Plans, schedules and monitors work assignments; provides technical assistance and guidance to assigned staff; evaluates performance of staff; trains staff in the safe and proper use of equipment; provides and enforces safety regulations and procedures; conducts surveys; collects and downloads field survey data into computer; drafts or plots home sites, roads, business sites, land withdrawal sites, vicinity maps, topographic maps, highway right of way, construction sites, open dump sites and abandoned mine lands.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Science or related field; and three (3) years of senior engineering technician work experience, one (1) year of which must have been in a supervisory and/or management capacity; or an equivalent combination of education and 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:

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 inquires and complaints.

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