THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR01215588
DATE POSTED: 06/06/18
POSITION NO: 203323
CLOSING DATE: 06/30/18
POSITION TITLE: Senior Mining Engineer
DEPARTMENT NAME / WORKSITE: Minerals Department/Window Rock, Arizona
WORK DAYS: Monday-Friday
REGULAR FULL TIME: ☑
GRADE/STEP: AJ68A
WORK HOURS: 8:00am-5:00pm
PART TIME: ☐ NO. OF HRS./WK.: 40
$ 66,227.20 PER ANNUM
SENSITIVE ☐
SEASONAL: ☐
$ 31.84 PER HOUR
NON-SENSITIVE ☑
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:
Under general direction, performs technical mining engineering work of considerable difficulty and complexity with responsibility to oversee the Navajo Nation's (NN) solid minerals program; provides expertise in surface mining and geo-technical engineering; oversees the revenue generating aspects of the program; performs related work as assigned. Provides leadership and guidance to program staff; develops budgets; monitors expenditures. Provides mining engineering expertise and policy advice to the NN management officials on complex and controversial mining and reclamation issues where long and short range planning may need to be re-evaluated to accommodate changing situations; develops and implements policies and procedures of major importance which have significant bearing on reclamation of coal mine lands, coal exploration and environmental impacts; participates in and provides assistance with revenue generation, mine development, management, administrative, financial and legislative decisions. Represents the NN in dealing with senior mine management officials, local, state and federal government agencies, and citizens in developing agreements and resolving conflicts. Develops NN mining policies and procedures; determines if technical reviews and inspections are conducted in a timely manner and in compliance with mining laws and regulations, performs all duties described at the next lower level, assists in the finalization and implementation of the NN Reclamation Code and Regulations. Manages the Navajo Nation's hard minerals resources. Maintains the production and royalty record and analyzes the potentials for hard minerals resources exploration and development. Assists in economic analysis of energy resources exploration; development and transportation projects. Oversees the Mine Safety Program according to the Navajo Nation Safety Code (Title 18 N.N.C. § 401-411).

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Mining Engineering or a related field; and five (5) years mining engineering experience, two (2) years of which must have been in a supervisory capacity.

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:
Knowledge of mining engineering methods and practices related to mineral exploration and development. Knowledge of economic principles as related to mining. Knowledge of Federal and Navajo Nation laws, rules and regulations related to mining and energy development contracts, agreements, leases and projects. Knowledge of management principles and practices. Knowledge of research methods and practices. Knowledge of economic forecasting measures and methods. Knowledge of contract negotiations. Skill in analyzing legal mining proposals, contracts and agreement. Skill in researching, analyzing and interpreting economic trends related to mining revenues. Skill in developing supportive data, financial analysis and economic trends to assist in contract negotiation. Skill in prioritizing, scheduling, assigning, reviewing and evaluating work. Skill in verbal and written communication. Skill in utilizing public relations techniques in responding to inquiries and complaints. Skill in establishing and maintaining effective working relationships. Ability to interpret complex federal mining laws.

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