

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DNR0121034

Date Posted: 11/09/09

POSITION NO: 203322

Closing Date: OUF

CLASS CODE: 3349

POSITION TITLE: Principal Petroleum Engineer

DEPARTMENT NAME: Minerals Department

DEPARTMENT NO: 12 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: O710A

Days: 5

Permanent:

SALARY:

Hours: 8

Temporary:

Duration: \$ \$76,918.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 36.98 Per Hour

DUTIES AND RESPONSIBILITIES:

Manages the recovery, production, conservation, storage, Inspection and protection of the Nation's petroleum and oil resources: develops technical information on the Nation's unexplored and existing oil and gas deposits and reserves. Projects revenues from oil and gas operation: advises on shortfalls and/or potential increase in revenue; predicts life of oil and gas reserves; provides recommendations where policy matters become a major issue. Reviews and advises on corporate applications for permit to drill and explore for oil and gas; reviews and recommends approval for oil and gas pipeline rights-of-way; Coordinates with Nation departments, federal and state agencies to implement agreements on oil and gas field inspection programs; assures compliance reports meet government standards; schedules and supervises oil and gas field inspections; assures oil and gas leases are inspected at a minimum of once per year; ensures that annual oil and gas inspection plans are implemented according to rules and regulations of both the Navajo Nation and Bureau of Land Management (BLM); coordinates with the U. S. Bureau of Indian Affairs (BIA) on compliance of lease provisions: including termination of leases.

QUALIFICATION REQUIREMENTS:

Education, Training/Experience

A Masters degree in Petroleum Engineering; and Six (6) years of oil and gas exploration, development and valuation experience, Three (3) years of which must have been in a supervisory capacity; or a Bachelor's degree in Petroleum Engineering and Seven (7) years of oil and gas exploration, development and valuation experience, three (3) years of which must have been in a supervisory capacity. ***(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Must have knowledge of the use of personal computer and software.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

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