

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

REQUISITION NO: DNR0522237

Date Posted: 08/02/10

POSITION NO: 240772

Closing Date: 08/16/10

CLASS CODE: 3025

POSITION TITLE: Water Code Compliance Officer

DEPARTMENT NAME: Water Code Administration/Dept. of Water Resources

DEPARTMENT NO: 052 WORKSITE LOCATION: Ft. Defiance, Arizona

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: N640A

Days: Mon-Fri Permanent:  SALARY: \_\_\_\_\_

Hours: 8am-5pm Temporary:  Duration: \_\_\_\_\_ \$ 36,753.60 Per Annum

Part-Time:  No. of Hrs/Wk: 40 \$ 17.67 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Monitors water use and evaluates permits, agreements, modifications, drilling reports, meter and water quality records, and other records to ensure compliance with the Navajo Nation Water Code and other applicable state and federal laws, rules, regulations and policies; provides technical assistance to permittees on water use for domestic, agricultural, industrial, construction, environmental remediation and other purposes; regulates and enforces the Water Code for these uses and related permits; explains and interprets the Navajo Nation Water Code and related laws and regulations; conducts field inspections to monitor compliance and follows up on non-compliant permittees and illegal water users; addresses water issues and well drilling permit compliance issues; conducts field inspections to assist in compliance for wells, diversions and monitoring sites; responsible for assisting hydrologists and Water Code Administrator in permitting and regulating the use of groundwater and surface water; monitors commercial, industrial, construction, agricultural, private and government water users to ensure usage is properly reported and any applicable water fees due are paid.

Addresses drought and flood related issues, water theft, water use disputes and conflicts; coordinates disputed water related matters with hydrologists and Water Code Administrator; follows up on field investigations and coordinates with appropriate authorities for compliance; issues letters of delinquencies to all delinquent and chargeable water users for collection of water usage fees; consults with a variety of technical and/or professional specialists to obtain information; collects and analyzes information, reports and records monitors and participates in the preparation of environmental and cultural resource protection compliance documents related to departmental operations and programs; makes presentations to chapters, schools, communities, contractors and industries responsible for assisting in the implementation revenue generation policies and initiatives; assists in the preparation and monitoring of budgets; prepares required reports; conducts public meetings; carries out special projects as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's Degree in Resource Management or a closely related field; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**Experience:**

four (4) years regulatory compliance related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**Special Knowledge, Skills and Abilities:**

(1) Navajo Nation Code sections and applicable state and federal laws and regulations affecting the program; (2) procurement and contracting policies and procedures; (3) U.S. and Navajo Nation EPA requirements for water quality and waterway manipulation; (4) basic water volume and flow measurements; (5) Navajo farming and irrigation methods and windmill functions; (6) basic water quality considerations for human and livestock consumption; (7) GPS principals and Navajo Nation geography; (8) generally accepted office procedures, office equipments, computer operations, office-related software; (9) basic well-drilling techniques; (10) livestock water consumption rates; (11) solo field work skills related to remote location compliance activity; and (12) Alternative dispute resolution and how to make clear and effective explanations of technical information, preferably in English and Navajo.

**License/Certification Requirements:**

Valid state driver's license.

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

*Revised: 1-15-99*