THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05224706
DATE POSTED: 08/26/22
POSITION NO: 228960
CLOSING DATE: 09/23/2022 by 5 pm
POSITION TITLE: Water Code Compliance Officer

DEPARTMENT NAME / WORKSITE: Department of Water Resources/Water Code - Ft. Defiance, AZ
WORK DAYS: Monday-Friday
REGULAR FULL TIME: ☑
GRADE/STEP: BQ64A
WORK HOURS: 8:00 am - 5:00 pm
NO. OF HRS./WK.: $45,226.08 PER ANNUM
PART TIME: $21.66 PER HOUR
SENSITIVE: ☐
SEASONAL: ☐
NON-SENSITIVE: ☑
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Ensure compliance with all established policies, procedures, rules, regulations and laws pertaining to development and consumption of water including drilling and water use permits and their financial aspects. Ensure compliance with the Navajo Nation water code and regulations. Collect, examine and analyze data, reports and records pertaining to above activities and coordinate with professional administrative and financial staff. Conduct field investigations for compliance and follow up on non-compliance permittee and illegal water users. Prepare comprehensive reports. Coordinate disputed water related matters and follow up on investigations and coordinate with appropriate authorities for compliance. Also, follow up via telephone and write letters of delinquencies to all delinquent commercial water users for collections of water usage fees. Ensure compliance with specific conditions of water use and drilling permits. Provide assistance to private, tribal, state and federal agencies for understanding of the Navajo Nation Water Code laws and regulations including drilling, water use permits and commercial water usages fees, also make such presentations to chapters, schools, communities, contractors, industries. Assist in preparation of budgets, attend meetings, prepare progress reports, assist in planning and assume delegated authorities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A Bachelor's degree in Resource Management or closely related field and 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 Requirements:
• Possess a valid state driver’s license; and the ability to obtain Navajo Nation Operator’s Permit within 90 Days of date of hire.

<<A favorable background investigation>>

(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 on policies, procedures, rules, regulations and laws pertaining to Navajo Nation Water Code, conducting investigations, gathering/researching data; dealing with critical water code compliance issues and dispute resolutions; establishing working relationship with local, state, federal, chapters, schools, private and outside entities on compliance activities.

Skilled in: Dealing with private companies, local, state and federal agencies regarding water use/drilling permits, water associated fees, public education and Navajo Nation Water Code implementation and compliance issues. Fluency on both the Navajo and English language.

Physical requirements and work environment: Work involves significant amount of field work to gather information and working with GPS, minor surveying equipment topo maps, water meter, etc.

Revised: 03.05.18