

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

REQUISITION NO: DNR0126974

Date Posted: 08/27/12

POSITION NO: 242357

Closing Date: 09/10/12

CLASS CODE: 3010

POSITION TITLE: Petroleum Technician - Trainee

DEPARTMENT NAME: Minerals Department

DEPARTMENT NO: 12 WORKSITE LOCATION: Aneth, UT

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R61A

Days: Varies

Permanent:

SALARY:

Hours: 8-5, on call 24/7

Temporary:

Duration:                      \$ 29,390.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.13 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Independently inspect assigned Navajo Nation oil and gas leases and operating agreements to enforce applicable laws and regulations. Inspect and verify oil and gas well production. Witness drilling, plugging and abandonment, gas meter calibration, Lease Automatic Custody Transfer proving, and oil sales verification. Inspect oil storage facilities for site security. Conduct health and safety inspections regarding hydrogen sulfide, carbon dioxide, and warning/caution signage in the area. Conduct environmental inspection regarding undesirable events, spills, and discharges. Issue violations, penalties, and shut-down orders per the Bureau of Land Management (BLM) and Navajo Nation laws and regulations. Maintain accurate land status maps, records, tank strapping tables, and site facility/security diagrams. Maintain records on drilling, plugging, production, and other related activities. Enter inspection data into the BLM's Automated Fluid & Minerals Support System. The trainee must attend the mandatory BLM Oil and Gas Certification School and pass each of the six modules and the final field exam with a score of 80% or better.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associates of Science degree with advanced mathematics course work;

**Experience:**

or an equivalent combination of education; and experience which provides the capabilities to perform the described duties. *(Preferred but not required (1) year of experience in Oil and Gas field)*

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Must be able to speak Navajo, use a personal computer, and possess effective verbal and written communication skills. Must be in good health, be able to lift 25 lbs. or more, be able to climb steps and/or ladders at least 20 feet high, and be able to hike several miles.

**License/Certification Requirements:**

Must possess a valid state driver's license and obtain a NN Operator's permit within 90 days of employment. Certificate in First Aide/CPR - Preferred.

**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*