THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DNR01310689	DATE POSTED:	08/31/15
POSITION NO:	153025	CLOSING DATE:	OUF
POSITION TITLE:	Senior Engineering Technician		
DEPARTMENT NAME / WORKSITE:	DNR/Navajo Land Department/Tuba City, AZ		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under the supervision of a Principal Engineering Technician, conducts legal survey within the Western Agency of the Navajo Nation, conducts topographical, differential, traverse and trigonometric surveys; locates cadastral boundary and section corners; re-check historical surveys; record field measurements and sketches; and computes survey data. Reduce field notes, provide quality assurance on all legal survey land plat descriptions for home site leases before it is uploaded onto a master Geographic Information Systems (GIS) maps which depict all approved leases. Scan survey plats and plot the coordinates onto a master map for recordation of digital data in to the Navajo Land Title Data Systems (NLTDS). Assist clients with home site leases packets to insure all required documents are adhered before submission for approval. Attends chapter meetings and provide presentation on the overall projects, master plans for the department and accomplishments of the Navajo Land Department. Assist in the development of the Navajo Nation Survey Policy in coordination with the state BLM, BIA and entities. Utilizes ATV's and heavy equipment's in the remote location to conduct legal surveys.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years engineering technician work experience.

Preferred Qualifications:

- An Associate's degree in Engineering or related field.
- Training in Surveying or AutoCAD application.

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:

Special Knowledge: 1) Knowledge of Geographic Information Systems (GIS), surveying, mapping, and Global Position Systems (GPS) practices; 2) knowledge of basic computer hardware and software; and 3) Knowledge of legal land description development and interpretation. **Skills and Abilities:** 1) Ability to verbally communicate in Navajo language to provide presentation at Chapter meetings; 2) Must have ability to produce written communications for reports writing and correspondences; and 3) Customer services techniques/telephone/etiquette when responding to inquires and complaints.

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