

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

REQUISITION NO:	<u>DNR01310152</u>	DATE POSTED:	<u>05/18/15</u>
POSITION NO:	<u>153372</u>	CLOSING DATE:	<u>06/02/15</u>
POSITION TITLE:	<u>Senior Engineering Technician</u>		
DEPARTMENT NAME / WORKSITE:	<u>DNR - Navajo Land Administration - Cadastral Program - Window Rock, AZ</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>AB60A</u>
WORK HOURS:	<u>8am- 5pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>28,600.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>13.75</u> PER HOUR
		TEMPORARY:	<input checked="" type="checkbox"/> _____

**DUTIES AND RESPONSIBILITIES:**

The Navajo Nation has a MOA with the US Bureau of Land Management to create and reestablishing cadastral survey marking, and defining land boundaries within the Navajo Nation which is critical to environmental management areas, legally describes lands for leasing or conveyance purposes, community land use plans for economic and community, and help protect Navajo interest and rights. Performs land surveys within the state AZ, NM, and UT with the US Bureau of Land Management office by installing cadastral monuments to establish townships, ranges, section corners, and plot the townships onto geographical maps for recordation's at BIA, Navajo Land Title Data Systems and local County Recorders office. Under the supervision of a Principal Engineering Technician, conducts topographical, differential, traverse and trigonometric surveys; locates boundary and section corners; re-check historical surveys; records field measurements and sketches; and computes survey data. Occasionally, attend joint meeting with the BLM offices and training to meet the safety requirement as a surveyor and liabilities. Utilizes ATV's and heavy equipment in the remote location to conduct cadastral surveys.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma; 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.**