

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0122276

Date Posted: 08/02/10

POSITION NO: 240005

Closing Date: 08/16/10

CLASS CODE: 3010

POSITION TITLE: Petroleum Technician - Trainee

DEPARTMENT NAME: Minerals Department - Oil & Gas Inspection Program

DEPARTMENT NO: 12 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N610A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 28,371.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 13.64 Per Hour

DUTIES AND RESPONSIBILITIES:

Learns to properly access and maintain data in the Bureau of Land Management (BLM) system; becomes familiar with requirements for issuing Noncompliance and other procedures followed by BLM and the Navajo (Nation), learns procedures on conducting oil and gas lease inspections and production verification; learns identification numbers of wells located within the Nation's leases and drilling blocks, gains knowledge of names and addresses of lessees and operators; attends formal training classes conducted by BLM. Attends Fluid Minerals inspection and Enforcement Production Courses; receives on the job training from certified BLM and Nation inspectors; attain a proficiency in calibration of gas meters and proving of Liquid Automated Custody Transfer (LACT) meters; learns Application for Permit to Drill (APD) approval process; learns lease site security requirements, oil field hazards, undesirable events, and the operation and identification of production equipment, safety equipment and associated facilities.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's of Science degree with mathematics coursework; or equivalent combination of education, training and experience which provides the capabilities to perform the described duties. **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificate, etc.)**

Experience:

some experience in Oil & Gas exploration and development **(preferred)**

Special Knowledge, Skills and Abilities:

Must have proficient computer skills and have effective oral / written communications skills. Must be able to lift heavy tools, instruments and climb ladders.

License/Certification Requirements:

Valid State Drivers License and obtain a Navajo Nation Operator's Permit within 90 days of employment.

Will conduct a background check with Bureau of Land Management Office.

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