

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

REQUISITION NO: DNR0946912

Date Posted: 08/13/12

POSITION NO: 242561

Closing Date: 08/27/12

CLASS CODE: 3325

POSITION TITLE: Temporary - Engineering Technician

DEPARTMENT NAME: Navajo Abandoned Mine Lands Reclamation Department

DEPARTMENT NO: 94 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: 8 months \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.93 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assists with project development and construction monitoring using conventional surveying and GPS equipment and radiological equipment in mapping, topographic survey, boundary surveys, and land use; serves as a rodman and GPS data collector; maintains field notes, descriptions, sketches, and all other pertinent field data collected. Assist with downloading data collector, can inputs data into computer database; performs simple survey calculations, volume, and quantity using software's; assist in drafting and drawing on project designs under supervisor's instructions; utilizes AutoCAD, Carlson Software, ArcMap, and applicable software to develop drawing and reduce field notes; make copies of topographical maps and drawings.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED (To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.)

**Experience:**

One (1) year experience in basic surveying AutoCAD and ArcMap work experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

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

**Special Knowledge, Skills and Abilities:**

Knowledge of basic GIS, AutoCAD, Carlson Software and GPS practices. Knowledge of computer hardware, software, and peripherals related to area of assignment. Knowledge of basic surveying and mapping practices. Knowledge of computer assisted drafting and design practices and methods. Knowledge of recordkeeping and file maintenance practices. Skill in utilizing verbal and written communication for development of reports. Skill in utilizing computer software to develop designs, drafting, maps and reports. Skill in utilizing computer service techniques when responding to inquiries and complaints. Skill in developing specifications and projecting cost estimates. Skill in establishing and maintaining effective working relationships.

**License/Certification Requirements:**

Must possess a valid driver's license.

**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