



JOB VACANCY ANNOUNCEMENT

JOB LOCATION : Land Surveying Department - Ft. Defiance, Arizona
SALARY : \$19.0428 per hour
CLOSING DATE : Open Until Fill (OUF)

Class Summary:

This class is the second of four levels in the Survey series. Incumbents perform the most complex collection, recording and adjusting of survey data in order to maintain Tribal plats. Responsibilities may include researching survey records, reports and field notes and determining necessary corrections; performing field surveying and staking; updating and providing plat data for mapping; maintaining survey equipment; analyzing field data; and drafting and finalizing boundary, project, right-of-way, utility, and home site plats.

Responsibilities:

- Researches survey records, reports and field notes and determines necessary corrections.
- Conducts land surveying services as directed which includes staking right of ways, drafting boundary projects, preparing utility and home site plat plans, and/or performing related duties and projects. Collects and presents data.
- Operates a variety of survey equipment; may perform minor repairs or adjustments as necessary.
- Maintains a variety of equipment and supplies; monitors inventory and informs supervisor if levels are low; charges batteries; checks equipment; and loads truck with supplies
- Performs other duties of a similar nature or level

Required Skills:

- Surveying land and properties;
- Researching and correcting records;
- Operating and maintaining applicable tools and equipment in assigned area of responsibility;
- Applying safe work practices;
- Making basic mathematical calculations;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Required Experience:

- Valid Driver's License
- Associate's degree or two-year technical certificate in surveying, geometrics, engineering technology, or related field or an Equivalency;
- Two years of surveying or AutoCAD experience.
- Drafting Certificate

How to Apply:

Applicants must submit a completed NHA application, including an updated resume and unofficial transcripts or degree(s). Please email the completed application packet to nhahr@hooghan.org or hand deliver it to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to a background investigation and must have a valid driver's license. Failure to submit the required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 871-2680.