



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 108-16

OPENING DATE: 08/31/2016

CLOSING DATE: 09/12/2016

POSITION: Land Survey Technician

POSTED: IN/OUT

PAY GRADE: NE7 (\$13.97 to \$16.42 per hour)

FLSA STATUS: Non-Exempt

DEPARTMENT: Surveying & Mapping

REPORTS TO: Land Surveyor

JOB PURPOSE: This position is located at the Pueblo of Isleta Surveying and Mapping Department. Incumbent will be required to adjust and operate surveying instruments, compiles field notes, collects data using GPS and makes preliminary sketches. Enters survey data into computers and produces a detailed Auto CAD drawing.

Minimum Qualifications/Requirements:

- High School Diploma or GED.
- Four years land surveying or engineering experience.
- Associate's degree preferred.

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities.

- Knowledge of cartographic/mapping systems and related software use and applications.
- Knowledge of mapping symbols, standards and terminology.
- Knowledge of basic surveying techniques and principles.
- Knowledge of surveying calculations with a hand held calculator and familiarity with Auto-CAD, surveying software and Topcon GRS-1 surveying equipment.
- Knowledge of design techniques involved in the production and use of precision technical plans, blueprints, drawings and models.
- Knowledge with fieldwork associated with surveying; traverse topographic, contour, leveling and other related surveying duties.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in reviewing and analyzing complex technical manuals or journals.
- Ability to extract essential information from official government plats and surveys; the ability to read a legal description, right-of-way maps. Private surveying plats and aerial photos.

Other Requirements:

Individual selected is subject to the following:

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.

- Satisfactorily pass a background investigation, with NO prior convictions of any felonies.
- Must comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.