



FIELD MONITOR I

Office of Hopi Lands Administration

OVERVIEW

This position is responsible for monitoring and conducting on-site inspections to determine land utilization and ensure the protection and restoration of the Hopi Partitioned Lands (HPL). Moenkopi District, District Six, 1934 Reservation areas, Hopi Three Canyon Ranches (H3CR) and other newly acquired lands. Decisions regarding assignments depend on analysis of the subject, phase or activity involved in assignment given. Occasional travel is required.

The incumbent works under the supervision of the Field Monitor Supervisor who provides assignments through clear oral and/or written, detailed and specific instructions. The incumbent carries out as instructed and consults with the Supervisor as needed. The incumbent uses initiative in completing assignments, referring problems and unfamiliar situations to the supervisor for assistance. Work is reviewed for accuracy, adequately and adherence to established procedures and guidelines.

Contacts are with other employees within the immediate work area and occasionally with the public and Navajo individuals or families residing on HPL. The purpose of these contacts is to exchange information, coordinate work efforts, provide assistance and establish working relationships. Some interactions with individual(s) out on HPL may be difficult due to uncooperative attitudes, reluctance to cooperate and under unpleasant circumstances.

Some work is performed in a standard office environment; however, most of the duties are performed outdoors. The position requires travel by vehicle and All-Terrain Vehicles (ATVs) on unimproved or unpaved roads, involves physical manual labor includes lifting heavy objects, walking over rough terrain, uneven or rocky terrain, recurring bending, stretching, climbing or similar activities. The Incumbent will be exposed to all weather conditions.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Monitors and documents activities on the Hopi Partitioned Lands, Moenkopi District, District Six, 1934 Reservation areas, Hopi Three Canyon Ranches, including new construction and property improvement, illegal activities and public work projects (e.g.: Right of Ways, power and water lines, etc.)
- 2) Assists other related departments and agencies responsible for the protection and restoration of natural resources, grazing activities, and related efforts on the Hopi Partitioned Lands, Moenkopi District, District Six, 1934 Reservation areas, Hopi Three Canyon Ranches. Identify and records data on Navajo Quit Claim properties located on the HPL.
- 3) Provides direct assistance to other Department of Natural Resources (DNR) programs by conducting inventories of livestock, wildlife, water resources, cultural resources, residential and agricultural sites, and legal ground surveys as requested by the programs.
- 4) Become familiarizes with the provision of the Navajo/Hopi Land Dispute Settlement Act, Accommodation Agreement (AA) and related activities within the HPL and the 1934 Reservation and Tribal Ordinances relating to natural resources.
- 5) Assists in conducting an inventory of acreage of land utilized for residential and agricultural sites and grazing by HPL Navajo AA families and determining rental fees to be submitted to the Navajo Nation for payment. Conducts outside housing inspections of the HPL Navajo homes for new construction; prepares reports with recommendations and submits to the Hopi Land Commission for their review and action.
- 6) Assists in reviewing and implementing the Hopi Comprehensive Land Use Plan for the Hopi Reservation and other planning objectives for the Moenkopi District, H3CR and other newly acquired lands. Conducts field work related to land utilization and other activities implemented by the Hopi Tribe, including the issuance of residential, agricultural, and Special Use Land Assignment.
- 7) Utilizes the Global Positioning System (GPS) receivers to record location data for residential, agricultural sites, trespass livestock, windmills, springs, incident locations, etc. Downloads collected data to produce maps and inputs data into the Geographical Information System (GIS) for tribal use.

- 8) Maintains assigned vehicles and equipment in acceptable working conditions.
- 9) Support the Department mission and vision by working collaboratively, coordinating efforts, and communicating effectively.
- 10) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.

MINIMUM QUALIFICATIONS

Education: High School Diploma or GED Equivalent; AND

Experience: One (1) year work experience in research or conservation, land management, agriculture, environmental science, or similar field; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the geography and history of the Hopi Reservation, including Hopi Partitioned Lands, Moenkopi District, District Six and Hopi Three Canyons Ranches
- Knowledge of the Hopi Land Dispute Settlement Act, Accommodation Agreement, Tribal Ordinances relating to natural resources
- Knowledge of Global Positioning System (GPS), Geographical Information System (GIS)
- Knowledge of safety practices, procedures and vehicle maintenance safety
- Skills in analyzing resource management and land-use proposals
- Skills in researching, compiling data and summarizing information
- Skills in strong verbal and written communication skills for report preparation and public presentations
- Skills in computer for data entry, reports generation, mapping and related tasks
- Ability to work independently and to plan, organize and complete work according to established performance plans and timeliness
- Ability to operate basic office equipment, computers and applicable software applications
- Ability to establish and maintain professional and positive working relationships
- Ability to understand and speak the Hopi Language

NECESSARY REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving training.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

FIELD MONITOR I

Office of Hopi Lands Administration

Department of Natural Resources

Supervisor: Program Manager

Salary Range: 34

Classification: NON-EXEMPT

Revised 06/05/2026

REVIEWED BY: Carrie Joseph DATE: 6/23/26

Department Director

APPROVED BY: [Signature] DATE: 6/23/2026

Human Resources Director