



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
mkeo@spiritlekenation.com

Job Title:	Right of Way Technician	Open Date:	April 10, 2025
SL Program:	Water Resource	Close Date:	Until Filled

Position Summary: This position will be responsible for conducting and/or assisting with property and boundary surveys.

Major Duties:

- Provide orderly documents, permit recordings, and filing of records for right-of-way activities.
- Consult with property owners and conduct negotiation for securing easements, permits, agreements, or outright purchase of property.
- Prepare all necessary forms for land acquisition and payment for same, also monthly project status reports to the Water Resources Director.
- Direct “one call” locates for underground facilities.
- Answer questions and resolves issues or concerns regarding use of right-of-way from general public, private utility companies, and etc.
- Performs field cataloging of project designs.
- Collection and integration of survey and GPS data, topographic maps, ownership maps with legal descriptions and plat maps.
- Secure right-of-way for water lines through dedication, permanent or temporary easement.
- Researching of reservation, county, state, federal and government lands in order to determine the true ownership, easements, liens and etc.
- Other duties as assigned by program director.

Qualifications:

- Bachelors degree preferred with related work experience. High school diploma or equivalent education with related work experience.
- Must be able to read plans, maps, blue prints, legal descriptions, and work with mathematical concepts.
- Must possess and maintain a current, active and unrestricted ND Driver’s license through course of employment, insurable under SLT driving policy.
- Must be dependable and able to work unsupervised.
- Computer knowledge and proficiency required.

- Must submit to an Alcohol/Drug Screen and random testing as per SLT Policy.

Job Location:	Spirit Lake Water Resource Building	Company Industry:	Water Resource
Job Role:	Right of Way Technician	Supervisor:	Water Resource Director
Employment Status:	Full- time	Managers Others:	No
Grade:	16		
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0635	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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