

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

REQUISITION NO: DHR1134840 DATE POSTED: 01/02/18  
POSITION NO: 206743 CLOSING DATE: OUF  
POSITION TITLE: Senior Safety Technician  
DEPARTMENT NAME / WORKSITE: DHR/Navajo Occupational Safety & Health Administration / Window Rock, AZ  
WORK DAYS: Monday --Friday REGULAR FULL TIME:  GRADE/STEP: AI62A  
WORK HOURS: 8:00 am--5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 34,881.60 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 16.77 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Plans, organizes, coordinates, and monitors safety program to promote and maintain occupational safety and health; conduct field inspections of office spaces, buildings, facilities and properties related to egress, emergency plans, electrical hazards, fire hazards, equipment hazards, security hazards and storage hazards; assessing fire alarm systems, fire extinguishers, first aid kit, smoke detectors, carbon monoxide peak levels; extract, analyze, and interpret data/findings for probable cause; develops, complies, and coordinates training materials; provides training, presentations and orientations on general safety standards in the workplace and instructions related to responsibilities, preparedness and awareness. Identifies hazards and recommends corrective actions or training; refers corrective action to maintenance and/or appropriate individual/agency; researches code and regulations, make recommendations related to minimum requirements of the intern OSHA federal standards; emergencies, accessibility, storage of supplies and chemicals; reviews floor plans, makes recommendations related to effective utilization of space and emergency egress; observes & monitors construction sites, renovations of buildings, facilities and infrastructure to ensure safety regulations are followed and construction sites are in compliance with applicable codes and regulations. Gather air samples for testing to identify potential hazards in areas with possible toxic fumes; responds to emergency incidents/accidents to preserve, assess and investigate the scene; Photographs area, secures names of individuals for investigative use, and identifies various types of property to complete investigation; Prepares reports; coordinates communication with emergency personnel; completes assessments if debriefing is necessary; conduct needs assessments for office environments; conducts fire drills and participate in mock disaster drills, attends safety meetings, participates in planning conferences and safety summits.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's degree in Industrial Safety, Safety Engineering or closely related field with advanced training in Occupational Safety and Health; and three (3) years of responsible experience in the field of safety; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- Some positions require additional certifications, such as: Defensive Driving Course, First Aid and Cardiopulmonary Resuscitation (CPR).
- A favorable background investigation.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Some prerequisites of outreach training programs certificates and certification programs in general, construction, maritime, and agricultural industry Research, analyze and interpret complex safety information and document an appropriate safety conclusion; Utilize appropriate public relations techniques while responding to safety requests, inquires and complaints. Establish and maintain an appropriate conduct working relationship.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**