

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

REQUISITION NO: DHR1132733

Date Posted: 01/03/11

POSITION NO: 212554

Closing Date: 01/14/11

CLASS CODE: 4026

POSITION TITLE: SENIOR SAFETY TECHNICIAN

DEPARTMENT NAME: Navajo Occupational Safety & Health Administration

DEPARTMENT NO: 113 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N62A

Days: Monday - Friday

Permanent:

SALARY: \_\_\_\_\_

Hours: 8 am - 5pm

Temporary:

Duration: \_\_\_\_\_ \$ 30,950.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.88 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Plans, organizes, coordinates and monitors safety programs to promote and maintain occupational safety and health programs, conducts field inspections of office space, buildings, facilities and properties related to egress, emergency plans, electrical, fire, equipment hazards, security, and storage, assesses fire alarms, fire extinguishers, first aid kits, smoke, and carbon monoxide detectors, extracts, analyzes and interprets data/findings for probable cause; develops, compiles and coordinates training materials, provide training, presentations and orientations on general safety standards in the workplace and instructions related to responsibilities, preparedness and awareness. Identifies hazards and recommends corrective action or training; refers corrective action to maintenance and/or appropriate individual/agency; researches codes and regulations and makes recommendations related to minimum requirements, square footage, emergencies accessibility, storage of supplies and chemicals, reviews floor plans and makes recommendations related to effective utilization of space and emergency egress; observes and monitors construction, renovation of building, facilities and infrastructure to ensure safety regulations are followed and construction is in compliance with codes and regulations. May gather or assist in the gathering of air samples for testing to identify hazards in areas with possible toxic fumes, assesses and investigates the scene, photographs area, secures names of investigators, witnesses and identifies type of properties, prepares required report, coordinates communication with emergency personnel and assess in debriefing when necessary, conducts needs assessment, attends meetings, participates in planning conference or scheduling of courses (staff development) relative to Navajo OSH Act of 2000.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's Degree in Industrial Safety, Safety Engineering or closely related field with advanced training in Occupational Safety and Health; and

**Experience:**

Three (3) years of responsible experience in the field of safety, or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of the Navajo OSH Act of 2000, federal OSHA regulations and jurisdictional issues. Knowledge of the Navajo Nation Policies and Procedures, Travel Policies; Microsoft Office 2007 Software Applications; must be able to interpret policies to assure compliance by customers; maintain good communications skills, written and oral. Massive report writing required. Must be able to make a presentation in Navajo or interpretation in Navajo. Required to wear Personal Protective Equipment (PPEs), Uniformed attire and willing to travel irregular hours.

**License/Certification Requirements:**

Must possess a valid state driver's license, Navajo Nation Driver's Permit, additional certifications including, but not limited to First Aide, CPR, Fire Safety, etc.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*