

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

REQUISITION NO:	<u>DOT10713143</u>	DATE POSTED:	<u>01/17/17</u>			
POSITION NO:	<u>243540</u>	CLOSING DATE:	<u>OUF</u>			
POSITION TITLE:	<u>Safety Officer</u>					
DEPARTMENT NAME / WORKSITE:	<u>DOT - Road Maintenance / TseBonito, NM</u>					
WORK DAYS:	<u>MONDAY-FRIDAY</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB67A</u>	
WORK HOURS:	<u>8:00 AM TO 5:00 PM</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>52,062.40</u>	PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>25.03</u>	PER HOUR
		TEMPORARY:	<input type="checkbox"/>			

**DUTIES AND RESPONSIBILITIES:**

Enforces and manages Navajo DOT safety activities and follow through with safety inspections, audits, investigations, and surveillance of road construction project sites for compliance in safety protocol including employees, public, heavy equipment's and property buildings. Conduct regular field, property, safety inspection including facilities, worksites and equipment. Serves as consultant to division programs on safety issues; develops safety standard procedures, etc. using tribal, state, federal industrial safety rules and regulations and Occupational Safety and Health Administration (OSHA); certified in HazMat, Traffic Control, Flagging, First Aid/CPR, Navajo OSHA and 10 hours of OSHA; Instructor certified for hosting safety meetings or conducting drills, scheduling of weekly safety plans. Develops a Road and Safety Plan for departments on special projects which includes the Safety Plan, Traffic, Control guide in case of accident, emergency contact numbers, map of all Traffic Control Plans is in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). Assesses department operations to determine effectiveness and advise Department Manager on implementation of corrective action and enhancements. Administers technical guidance and training in improvement techniques and procedures to ensure that all are knowledgeable of Department's safety mission. Sets up annual safety training within Hazmat, OSHA; maintains safety information in binders and distributes to Navajo DOT maintenance yards offices, inter-offices and update with new information. Coordinates and demonstrate leadership in safety; ensures employees are in compliance with Manual on Uniform Traffic Control Devices (MUTCD), fire extinguishers, First Aid, CPR, etc. and assures all safety required driving registration, licenses, permits are maintained and updated accordingly. Provides guidance and leadership and support the Navajo DOT Construction/Engineering Management. Strong verbal and written communication skills and ability to read blueprints in building codes, traffic or roadway utility specifications.

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

**Minimum Qualifications:**

- Bachelor's Degree in Industrial Safety, Safety Engineering or closely related field; and four (4) years of experience in Occupational Safety and Health or Traffic Safety related work experience.

**Special Requirements:**

- Possess Instructor Certificate.
- Possess a valid state driver's license.
- A favorable background investigation is required.

***(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:**

OSHA Training Certified, azWOPER Certified, N.I.M.S. HazMat Certified, Traffic Control Certified, Flagging Certified, First Aid/CPR Certified, Navajo OSHA Certified. Microsoft Office Suite, Global Positioning System (GPS).

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