

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10713465
POSITION NO: 241022

DATE POSTED: 03/14/17
CLOSING DATE: 03/27/17

POSITION TITLE: Safety Technician

DEPARTMENT NAME / WORKSITE:	<u>NDOT / Road Maintenance / TseBonito, NM</u>		
WORK DAYS: <u>MONDAY-FRIDAY</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB59A</u>
WORK HOURS: <u>8:00 AM TO 5:00 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 26,270.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION :	<u>\$ 12.63</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Conducts Navajo DOT safety, document any hazardous conditions and seeks to prevent further injury; conduct First Aid/CPR classes, fire drills. Provide traffic safety prevention education; plans, organizes safety activities. Knowledge of transportation safety, equipment safety and inventory management. Conduct road safety inspection for ongoing road maintenance projects. Report all on-going road projects safety procedures and requirements. Initiate and development safety procurement policy for all heavy equipment's, vehicles for safety operation. Implement safety program and procurement for department staffs and field jobs. To enforce safety regulations as required by Occupational Safety and Health Administration (OSHA), Material Safety Data Sheets, Manual on Uniform Traffic Control Devices, etc. initiate workshop or training for certification in HazMat, Traffic Control, Flagging, First Aid/CPR, Navajo OSHA and 10 hours of OSHA; host safety meetings or conducting drills, scheduling of weekly safety plans. Develops a Road and Safety Plan for department special projects which includes the Safety Plan, 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 Manager or Lead on implementation of corrective action and enhancements. Maintains safety information in binders and distributes to Navajo DOT maintenance yards offices, inter-offices and update with new information. Coordinates and demonstrate 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, license or CDL, permits are maintained and updated accordingly. Requires lifting, carrying, loading, transporting equipment weighing up to 60 lbs. Conduct training, presentation, inspections and investigations in construction environment with exposure to dust, gas, fumes, vapors, loud noises and all types of weather. 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:

- An Associate's degree in Industrial Safety, Safety Engineering or closely related field with advanced training in Occupational Safety and Health or area of assignments; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- Certified with OSHA Training, HazAzWoper, N.I.M.S, HazMat, Traffic Control, Flagging First Aide/CPR

(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:

Microsoft Office Suite, Global Positioning System (GPS); record keeping, file maintenance methods and practices; knowledge of Navajo Nation traffic laws and regulations, instructional/training methods and practices, research, analysis and interpretation of complex laws, rules and regulations.

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