

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

REQUISITION NO: DHR1137812  
POSITION NO: 206743  
CLASS CODE: 4026

Date Posted: 05/20/13  
Closing Date: 06/04/13

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: R62A  
Days: Monday - Friday Permanent:   
Hours: 8 am - 5 pm Temporary:  Duration: \$ 32,073.60 Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 15.42 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Plans, organizes, coordinates, and monitors safety Programs to promote and maintain occupational safety and health programs; conducts fields inspections of office space(s), building(s), 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 peak levels; extracts, analyzes and interprets data/findings for probable cause; develops, compiles 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 action or training; refers corrective action to maintenance and/or appropriate individual/agency; researches code 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 applicable codes and regulations. Gathers air samples for testing to identify hazards in areas with possible toxic fumes; responds to emergency incidents/accidents; assesses and investigates the scene, photographs area, secures names of investigators, witnesses and identifies types of properties; prepares required reports; coordinates communication with emergency personnel and assesses if debriefing is necessary; conducts needs assessments; conducts fire drill and participates in mock disaster drills, attends meetings, participates in planning conferences.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Associates 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, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of the Navajo Nation, Federal, State Laws, Regulations, Guidelines governing aspects of operations related to occupational safety and health; Navajo Nation department, enterprise and business operations, practices and procedures, technical equipment and methods utilized in conducting occupational safety and health inspections and accident investigations; computer hardware, software and peripherals; research, analysis and interpretation of complex laws, rules and regulations; record keeping/file maintenance methods and and practices.

Skill(s) in inspecting business operations for violations of safety and health requirements; investigating and preserving evidence related to accidents, fatalities and thefts; utilizing verbal and written communications in the preparation and presentation of reports, training and information; utilizing computer software to maintain records, create and update technical manuals and materials; researching analyzing and interpreting complex information and arriving at appropriate conclusions; utilizing public relations techniques when responding to requests, inquiries and complaints; establishing and maintaining effective working relationships.

**License/Certification Requirements:**

Must possess a valid state driver's license; some positions require additional certifications such as Defensive Driving Course, First Aid and Cardiopulmonary Resuscitation (CPR). **PREFERRED:** Must possess current OSHA Safety Certification(s), Training Certifications 510/511 & 501/500 and 4000 Safety Inspection Techniques.

**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**