

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:A2: DGS02515518

DATE POSTED: 05/30/18

POSITION NO: 204880

CLOSING DATE: 06/27/18

POSITION TITLE: Senior Safety Technician

DEPARTMENT NAME / WORKSITE: Risk Management-Safety Loss Control Program/Window Rock, AZ

WORK DAYS: MON-FRI REGULAR FULL TIME: GRADE/STEP: A162A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 34,881.60 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 16.77 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Conducts toolbox meetings. Reviews and approves all Navajo Nation, Enterprise and Chapter safety plans. Verifies that all tools and equipment are adequate and safe for use. Promotes safe practices at the job site. Enforces safety guidelines. Trains and carries out drills and exercises on how to manage emergency situations. Conducts investigations of all accidents and near-misses. Reports to concerned authorities as requested or mandated by regulations. Conducts job hazard analyses. Establishes safety standards and policies as needed. Performs emergency response drills. Watches out for the safety of all workers and works to protect them from entering hazardous situations. Responds to employees' safety concerns. Serves as the link between Navajo Nation and NOSHA and Insured. Receives reports from and responds to orders issued by Navajo OSHA, Environmental Health and others. Be proactive, staying a step ahead of the group on safety and environmental hazards. Train all employees and identify special requirements for employees. Provides training to employees on safety topics that ensure a safe worksite. These include fire prevention plans, machine guarding and hazardous materials handling.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associates Degree in Industrial Safety, Safety Engineering or closely related field (Electrical, Carpentry, Plumbing, Environmental, etc.) with advanced training in Occupational Safety and Health Administration, 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 issued drivers license.
- Some positions require additional certifications, such as: Defensive Driving Course, First Aid and Cardiopulmonary resuscitation (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:

Excellent communication skills, must be able to present in public. Should be self-driven and motivated. Must be proficient with technology (computers, scanners, tablets, and smart phones). Should have considerable knowledge of office skills and phone etiquette. Must have an understanding of insurance practices, safety & loss control methods, worker's compensation and risk assessments. Must be able to provide written reports in a timely matter; must have an understanding of the Navajo Nation Budgeting system, should be familiar with the Navajo Nation, should be English and Navajo Language proficient.

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