

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DHR11314055</u>	DATE POSTED: <u>07/06/17</u>	
POSITION NO: <u>208605</u>	CLOSING DATE: <u>OUF</u>	
POSITION TITLE: <u>Senior Safety Technician</u>		
DEPARTMENT NAME / WORKSITE: <u>Navajo Occupational Safety & Health Administration</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB62A</u>
WORK HOURS: <u>8 AM - 5 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u>40hrs</u> \$ <u>34,028.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	\$ <u>16.36</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	DURATION : _____

DUTIES AND RESPONSIBILITIES:

Plans, organizes, coordinates, and monitors Safety Programs to promote and maintain occupational Safety and Health; conducts field inspections of office space(s), building(s), facilities, and properties related to egress, emergency plans, electrical hazards, fire hazards, equipment hazards, security hazards, and storage hazards; assessing fire alarm systems, fire extinguishers, first aid kits, smoke detectors, carbon monoxide peak levels; extract, analyze, and interpret data/findings for probable cause; develops, complies, and coordinates training materials; provides training, presentations and orientations on General Safety Standards in the workplace and Instruction(s) 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, make recommendations related to minimum requirements of the OSHA Federal Standards; emergencies, accessibility, storage of supplies and chemicals; reviews floor plans, makes recommendations related to effective utilization of space and emergency egress; observes & monitors construction sites, renovation(s) of building(s), facilities and infrastructure to ensure safety regulations are followed and construction sites are in compliance with applicable codes and regulations.

Gathers air samples for testing to identify potential hazards in areas with possible toxic fumes; responds to emergency incidents/accidents to preserve, assess and investigate the scene; Photographs area(s), secures names of individuals for investigative use, and identifies various types of property to complete investigation; Prepares reports; coordinates communication with emergency personnel; completes assessments if debriefing is necessary; conducts needs assessments for office environments; conducts fire drill and participates in mock disaster drills, attends meetings, participates in planning conferences and Safety Summits.

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; and 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 driver's license.
- Some positions require additional certifications such as: Defensive Driving Course, First Aid and Cardiopulmonary resuscitation (CPR).
- A favorable background investigation.

(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:

Investigating skills and preserving evidence related to Accidents, Fatalities, Imminent Dangers on the Job; 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.

Supplemental Requirements:

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN