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

| | | | |
|---|---|---|---|
| REQUISITION NO: | **DHR11312659** | DATE POSTED: | **10/10/16** |
| POSITION NO: | **208605** | CLOSING DATE: | **10/21/16** |
| POSITION TITLE: | **Safety Technician** | | |
| DEPARTMENT NAME / WORKSITE: | **DHR/Navajo Occupational Safety & Health Administration, Window Rock, AZ** | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| WORK DAYS: | Monday-Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB59A |
| WORK HOURS: | 8 am - 5 pm | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 26,270.40 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 12.63 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Knowledge of 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 practices. Designs, creates and develops brochures, graphic aids, informational material and manuals to assist in presentations/instructions and general distribution; prepares required reports; General Office Duties: answering phone calls, Navajo Nation procurement process, insurance service process, Fleet Management Process, Assist in maintaining Quarterly Reports, Conducts safety and health promotion presentations; conducts claim investigations including interviewing employees and witnesses, photographing area including property damage, person injury, building inspections and personal property; documents any hazardous conditions and seeks to prevent further injury; recordkeeping; identifies causes of injury or accident; conducts workstation evaluations and corrections; provides workplace safety and health education and instruction; conducts First Aid/CPR classes, fire drills and evacuation plans for departments, Workplace safety and fire extinguisher usage; assists employees with complaint process. Assignments are made on a weekly basis by supervisor and through inquiries, which include, but are not limited to inspections and investigations utilizing the CFR 1910 & 1926 Manuals, Field Operations Manual to ensure workplace safety and health and to carry out the mission of NOSHA. Work requires, carrying, lifting, loading and transporting a variety of technical, audio visual and testing equipment weighing up to 60 lbs., presentations, inspections and investigations in offices or construction sites, with exposure to dust, gas fumes, vapors, loud noises and all types of weather conditions.

**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.

**Special Requirements:**

- Possess a valid state driver's license.

***(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:**

Skill(s) in inspecting business operations for violations of safety and health requirements; investigating and preserving evidence related to accidents, fatalities imminent Dangers; 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.

Knowledge of 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 practices.

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