

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS0782472

Date Posted: 10/11/10

POSITION NO: 151894

Closing Date: 10/22/10

CLASS CODE: 4027

POSITION TITLE: SAFETY TECHNICIAN

DEPARTMENT NAME: Highway Safety

DEPARTMENT NO: 78 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N59A

Days: Mon - Friday

Permanent:

SALARY:

Hours: 8am to 5pm

Temporary:

Duration: annual \$ 23,899.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 hrs \$ 11.49 Per Hour

DUTIES AND RESPONSIBILITIES:

Conducts safety and injury prevention presentations; provides traffic safety and alcohol prevention education; plans organizes and conducts promotional activities; coordinates and assists the car seat loaner program; schedules and conducts defensive driving classes; conducts seatbelt usages surveys; disseminates traffic statistical data and Navajo Nation traffic law information; designs, creates, and develops brochures, graphic aids, informational material and manuals to assist in presentations or instructions to the Navajo Nation employees and the Navajo Nation communities. Works closely with the media in preparing public service announcement on prevention and safe driving, prepares documents for news paper on safety and injury prevention. Is required to attend scheduled meetings, trainings, and other required reports. i.e.. Monthly Quarterly reports.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Industrial Safety, Safety Engineering or closely related field with advanced training in Occupational Safety and Health or area of assignment;

Experience:

or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Presentation skills, preparing documentation for public service announcements, preparing documents for newspapers. Public presentations and public relations, working with the public and the ability to speak English and Navajo

License/Certification Requirements:

Must possess a valid state driver's license; Defensive Driving Course, First Aid and Cardiopulmonary Resuscitation (CPR) Certificate. *Some positions require additional certifications.*

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