

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOT10716621</u>	DATE POSTED:	<u>11/19/18</u>		
POSITION NO:	<u>243540</u>	CLOSING DATE:	<u>12/17/18</u>		
POSITION TITLE:	<u>Safety Officer</u>				
DEPARTMENT NAME / WORKSITE:	<u>Navajo Division of Transportation / Department of Roads / Tse Bonito, NM</u>				
WORK DAYS:	<u>MONDAY-FRIDAY</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AR67A</u>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>53,643.20</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>25.79</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Enforces and manages Navajo DOT safety activities and follow through with safety inspections, audits, investigations, and surveillance of road construction projects sites for compliance in safety protocol including employees, public, heavy equipment and property buildings. Conduct regular field property safety inspection including facilities, worksites, and equipment. Serves as consultant to division programs on safety issues; develops safety standard procedures, etc. using tribal, state, federal industrial safety rules and regulations; certified in HazMat, Traffic Control, Flagger certified, First Aid/CPR/AED, and 10 hours of OSHA training; Instructor certified for hosting safety meetings or conducting drills, scheduling of weekly safety plans. Develops a Road and Safety Plan for departments on specials projects which includes the Safety Plan, Traffic, Control Guide incase of accident, emergency contact numbers, map of all Traffic Control Plans is in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). Assesses department operations to determine effectiveness and advise Department Manager on implementation of corrective action and enhancements. Administers technical guidance and training in improvement techniques and procedures to ensure that all are knowledgeable of Department's safety mission. Sets up annual safety training within HazMat, OSHA, maintains safety information in binder and distributes to Navajo DOT maintenance yards offices, inter-offices, and update with new information. Coordinates and demonstrate leadership in safety ensures employees are in c compliance with Manual on Uniform Traffic Control Devices (MUTCD), fire extinguishers, First Aid, CPR, AED, etc. and assures all safety required, driving registration licenses, permits are maintained and updated accordingly. Provides guidance and leadership and support the Navajo DOT Construction/Engineering Management. Strong verbal and written communication skills and ability to read blueprints in building codes, traffic, and roadway utility specifications.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Safety Engineering or closely related field; and four (4) years of experience in Traffic Safety and Roads Management; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- Possess Instructor Certificate.
- 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:

OSHA training certified, AZWOPER certified, HAZMAT certified, Traffic Control certified, Flagger certified, m First Aid/CPR/AED certified. Skills and knowledge in Global Positioning System (GPS), and Microsoft Office Suite.

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