

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

REQUISITION NO: DGS0256917

Date Posted: 08/13/12

POSITION NO: 204880

Closing Date: 08/27/12

CLASS CODE: 4026

POSITION TITLE: Senior Safety Technician (under Safety & Loss Control Program)

DEPARTMENT NAME: DGS/Insurance Services Department

DEPARTMENT NO: 25 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A

Days: Mon.-Friday

Permanent:

SALARY: \_\_\_\_\_

Hours: 8am-5pm

Temporary:

Duration: \_\_\_\_\_ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Inspects places of employment to detect unsafe or unhealthy working conditions; inspects work environment machinery, and equipment. Interview supervisors and employees to obtain facts about work practice or accident. Rates unsafe condition according to factors, such as severity of potential injury, likelihood of recurrence, employers' accident record, and evidence of voluntary compliance. Writes new safety order proposal designed to protect workers from work method, processed, or other hazard not previously covered. Documents findings and code sections violated. Interprets applicable laws and regulations to advise employer on legal requirements. Act on recommendations promptly, develop formal procedures for monitoring safety on a regular basis. Conducts follow-up inspection to see if corrective action and plans are implemented. Inspects insured properties to evaluate physical conditions and promote safety programs. Conduct property valuations to identify factors affecting insurance premiums. Conducts safety trainings. May specialize in specific type of accident-prevention or safety program, such as fire safety. May work beyond 5:00 p.m. and week-ends.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Graduation from college with an Associates degree in Safety, Safety Engineering or closely related field with advanced training in Occupational Safety and Health; **(to receive full credit for education applicant must submit copies of transcripts, degrees and current certificates, etc.)**

**Experience:**

Three (3) years of progressive responsible experience in the field of safety, preventive maintenance, building inspections; or an equivalent combination of advance training and vast experience which provides the capabilities to perform described duties. Two years experience in computer hardware, software peripherals, statistics; and utilizing the software's to maintain records, create, update technical training manuals.

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state law, regulations, guidelines governing aspects of tribal operations related to occupational safety/health. Knowledge of technical equipment, methods utilized in conducting occupational safety/health inspections and investigations. Knowledge of the Nation's workers' compensation and risk management programs. Skill in researching, analyzing, interpreting complex information, arriving at appropriate conclusions.

**License/Certification Requirements:**

Must possess a valid state driver's license and ability to obtain a NN Operator's Permit within 90 days of employment. **(Applicant must have a clean driving record with no traffic violations)**

**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*