THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DOT10710679	DATE POSTED:	08/24/15
POSITION NO:	243540	CLOSING DATE:	09/04/15
POSITION TITLE:	Safety Officer		
DEPARTMENT NAME / WORKSITE:	Navajo Division of Transportation-Road Maintenance Department, Tse Bonito, NM		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB67A
WORK HOURS:	8:00am-5:00pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 52,062.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 25.03	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Enforces and manages Navajo DOT safety activities and follow through with safety inspections, audits, investigations, and surveillance of road construction project sites for compliance in safety protocol including employees, public, heavy equipments and property buildings. Conducts regular field, property, safety inspections including facilities, worksites, equipment. Serves as consultant to division programs on safety issues; develops safety standard procedures, etc. usuing tribal, state, federal industrial safety rules and regulations; and Occupational Safety and Health Administration (OSHA). Developes a Road and Safety Plan for departments on special projects which includes the Safety Plan, Traffic, Control guide in case 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 technicques 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 binders and distributes to Navajo DOT maintenance yards, offices, inter-office & updated with new information. Coordinates and ensures employees are in compliance with Uniform Traffic Control Devices (MUTCD), fire extinguishers, First Aid, CPR, etc. and assures all safety required driving registrations, licenses, permits are maintained and updated accordingly. Provides guidance and leadership and support the Navajo DOT Construction/Engineering Management.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Industrial Safety, Safety Engineering or closely related field; and four (4) years of experience in Occupational Safety and Health or area of assignment.

Preferred Qualifications:

- Certified Industrial Hygienist.
- Possess a U.S. Mine Safety and Health Administration Instructor Certificate.

Special Requirements:

- Possess Instructor Certificate.
- 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:

30 hours OSHA Training; 40 hrs. HazWOPER Certification, N.I.M.S. Training, for construction industry. First Aid/CPR Certified, Flagger Certifications, Microsoft Office Suite, Data Entry, Verbal/Written Communication. Demonstrate some fluency in both the Navajo and English Language.

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