

SAFETY OFFICER

DEFINITION: Under direction, performs work of considerable difficulty enforcing compliance with Navajo Nation and federal industrial safety laws and regulations, including safety and health inspections to improve work environment; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Conducts safety and health inspections; makes recommendations and works with local management, state and federal governmental agencies to improve safety and health work environment; recommends procurement of health and safety tools and equipment; ensures proper use and operation of equipment.

Schedules, plans, and implements training for workers in accordance with federal requirements; updates and presents training materials, manuals and information; prepares and maintains training records; provides on-the-job training and safety training; attends training and workshops.

Conducts investigations of serious and fatal accidents related to industrial operations; prepares and maintains reports and records of all accidents; investigates and monitors loss or theft of resources; prepares and maintains tools, equipment, supplies and materials and/or vehicles to use and assists with investigations; coordinates with other regulatory agencies for improving health and safety operations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation, federal, state laws, regulations, guidelines governing aspects of operations related to occupational safety and health.

Knowledge of Navajo Nation mining and industrial operations, practices and procedures.

Knowledge of technical equipment and methods utilized in conducting accident investigations and industrial safety and health inspections.

Knowledge of instructional/training methods and practices.

Knowledge of computer hardware, software and peripherals.

Knowledge of research, analysis and interpretation of complex laws, rules and regulations.

Knowledge of record keeping, file maintenance methods and practices.

Skill in inspecting industrial operations for violations of safety and health requirements.

Skill in investigating, preserving evidence related to accidents, fatalities or thefts.

Skill in utilizing verbal, written communications in the preparation and presentation of reports, training, and information.

Skill in utilizing computer software to maintain records, create and update technical training manuals and materials.

Skill in researching, analyzing and interpreting complex information, arriving at appropriate conclusions.

Skill in utilizing public relations techniques when responding to requests, inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires carrying, lifting, loading, transporting a variety of technical or audio visual equipment weighing up to 60 lbs. to conduct training, presentations, inspections and investigations in an industrial environment with exposure to dust, gas, fumes, vapors, loud noises and all types of weather.

THE NAVAJO NATION

Class Code: 4025
General Services and Maintenance Series
Safety Group
Overtime Code: Exempt
Pay Grade: 67

SAFETY OFFICER

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.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.