

SAFETY TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty implementing occupational safety and health or traffic safety programs; 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 promotion presentations; conducts claim investigations including interviewing employees and witnesses, photographing area including property damage, person injury, vehicle, building inspections and personal property; documents any hazardous conditions and seeks to prevent further injury; records and/or codes all injuries; identifies causes of injury or accident; conducts workstation evaluations and corrections; provides workplace safety and health education and instruction; conducts First Aid/CPR classes, fire drills and evacuation plans for departments, fire safety and fire extinguisher usage; assists employees with claims process.

Provides traffic safety and alcohol prevention education; plans, organizes and conducts promotional activities; coordinates Infant Carseat Loaner Program; schedules and conducts Defensive Driving classes; conducts seatbelt usage 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/instructions and general distribution; prepares required reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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

Knowledge of Navajo Nation traffic laws and regulations.

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

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 business operations for violations of safety and health requirements.

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

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

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

Skill in researching, analyzing and interpreting complex information and 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 a business and construction site environment with exposure to dust, gas, fumes, vapors, loud noises and all types of weather.

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MINIMUM QUALIFICATIONS:

- 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.

PREFERRED QUALIFICATIONS:

- One (1) year of occupational safety and health or traffic safety related work experience.
- OSHA 30 hour General Industry Certification or related safety certification.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Some positions require additional certifications: Defensive Driving Course, First Aid and Cardiopulmonary Resuscitation (CPR) Certificate.

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.