



**HUALAPAI NATION  
POSITION DESCRIPTION  
JOB ANNOUNCEMENT  
OPEN COMPETITIVE**

**JOB TITLE:** Safety Officer  
**DEPARTMENT:** Incident Command  
**SALARY:** DOQ/DOE  
**OPENING:** July 07, 2020  
**CLOSING:** July 14, 2020

**POSITION SUMMARY:**

The Safety Officer reports directly to the Incident Commander or his/her designee. This position is responsible for planning, implementing, and overseeing the safety of the workplace. In addition to this, the Safety Officer ensures that the organization is in compliance with all OSHA, CDC, NIOSH, and other regulatory guidelines pertaining to the health and safety of the employee. Essential duties are a broad overview of the position expectations and are not intended to be an exhaustive list of skills or responsibilities. The summary of skills is intended to provide a generalized job description and what it takes from the employee to perform it.

**DUTIES & RESPONSIBILITIES:**

- Plans and implements Occupational Health and Safety policies and programs.
- Advises and leads employees on various safety related topics.
- Prepares educational material relating to health and safety of the employee and the public.
- Review all existing policies and procedures for safety and ensure they meet the governmental body criteria for acceptance.
- Enforces preventative measures for the health and safety of the workforce.
- Identifies shortfalls, problems or inconsistencies and offers timely solutions.
- Ensures that the workforce is acting in accordance with rules, regulations and safety protocols that are developed.
- Oversee workplace repairs, projects, and installations to ensure employee safety.
- Coordinates with Tribal Human Resources department regarding workforce safety.

## **MINIMUM QUALIFICATIONS:**

### **Education & Experience:**

- One year in Leadership/Management role
- High School Diploma or GED
- NIMS ICS-100 (must obtain within 30 days of hire)
- NIMS ICS-200 (must obtain within 30 days of hire)
- NIMS ICS-700 (must obtain within 30 days of hire)
- NIMS ICS-800 (must obtain within 30 days of hire)

### **Knowledge, Skills & Abilities:**

Knowledge in:

- Laws and regulatory components impacting employee health and safety.
- Microsoft office programs.
- Various other peripheral computer devices.
- Email and other communications related methods.
- Basic mathematical and other geometrical measurement concepts.
- Incident Command systems and organizational structure.
- Be a proficient oral and written communicator in a variety of settings.

Ability to:

- To Lead and develop Personnel.
- Be timely to the workplace and to appointments.
- Maintain confidential aspects commensurate of the job.
- Work within an organized structure and operate within the span of control.

### **Other:**

- Must be at least 18 years of age.
- Must be able to work Holidays and Weekends.
- Must be able to attend trainings and travel.
- Must pass a background investigation.
- Must pass a pre-employment drug and alcohol screening.
- Must possess a current/valid driver's license.
- Must be able to pass or meet tribal insurance policy and procedures.
- Must be able to maintain confidentiality.

### **Preferred Qualifications:**

- Previous experience in health and safety
- Previous experience working with tribal governments

## **Performance Aptitude:**

### Physical abilities:

Sustained performance of moderately physically demanding work, typically involving climbing, balancing, stooping, kneeling, crouching and crawling, may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects or materials. Bend and stoop repeatedly or continually over time to perform emergency medical services or perform duties on the fire ground. Perform duties requiring infrequent pulling of moderate to heavy objects.

### Equipment, Machinery, Tools and Materials:

Tasks require the ability to operate computers, basic office equipment, telephone, two way radios, and measuring devices. Position also requires the ability to operate a car, truck; position requires employee to utilize a mask or respirator, hearing and eye protection.

### Environmental Factors:

Some work is performed in potentially hazardous environments and may subject the employee to potential personal danger. Exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes disease and pathogenic substances. Exposure to hazardous conditions such as mechanical, electrical, heights, physical injury. Exposure to irritants, particulates, biological (infectious) and non-biological hazards, despite the use of personal protective ensembles.

## ***Disclaimer***

*The various statements above are intended to describe the general nature of the position requirements to be performed by the employee. These statements are not intended to be all inclusive or exhaustive of all responsibilities, duties, or skills required of the employee.*

## **HOW TO APPLY:**

Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

## **PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

## **THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**

**Auxiliary aids and services available upon request to individuals with disabilities**