



Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 ▪ www.QuilCedaVillage.org

Quil Ceda Village
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JOB TITLE: HEALTH AND SAFETY SPECIALIST

JOB NUMBER: 2019-012

DEPARTMENT: QUIL CEDA VILLAGE ADMINISTRATION

JOB DESCRIPTION: provide guidance to employees regarding health and safety issues. facilitates safety meetings to provide awareness and to provide internal customer support. Develop and provide specialized training, develop, present, and assist in the implementation of safe work practices and procedures based upon on-site observations, data sampling, and regulatory compliance. investigating accidents and near misses. assist management with work practice assessments to ensure compliance of tribal, federal, state, and local safety and health regulations.

JOB OPEN: 03/26/2019

JOB CLOSE: Open Until Filled

TO APPLY: Download and complete the application form located on the Quil Ceda Village website: <http://quilcedavillage.org/Employment>. Completed applications may be delivered, mailed, faxed or e-mailed to the HR department. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: NON-EXEMPT

EMPLOYEE REPORTS TO: COMPLIANCE OPERATIONS MANAGER

EMPLOYEE SUPERVISES: NOT APPLICABLE

EDUCATION: HIGH SCHOOL DIPLOMA/G.E.D.

SKILLS:

- Knowledge of OSHA maintenance and other Federal, State, and local laws and regulations.
- Knowledge of Workers Compensation insurance.
- Knowledge of Loss Prevention, Loss Control, and Safety Risk Improvement practices.
- Knowledge of Accident and Incident investigation practices.
- Must have general knowledge of office procedures and ability to use computers, software, and standard office equipment.
- Must be able and willing to follow written and oral directions effectively.

EXPERIENCE:

- Experience in investigations and evaluating occupational accidents and near misses.

- Experience in coordinating and facilitating health and safety regulatory inspections.

OTHER REQUIREMENTS:

- Ability to educate and train individuals with a wide range of health and safety practices.
- Ability to build work relationship, team build, and negotiate a variety of situations.
- Ability to work collaboratively and independently in a fast paced setting with minimal supervision.
- Must possess a valid Washington State Driver's License and appropriate automotive insurance.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Dexterity of hands and fingers to operate a keyboard.
- Hearing and speaking to exchange information in-person and on the telephone.
- Sitting and standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, about shoulders and horizontally.
- Frequently drive vehicle to conduct work.

SPECIFIC JOB PERFORMED:

- Administer safety training to new-hires ensuring training is completed to all Quil Ceda Village personnel.
- Develop and facilitate on-going programs to improve health and safety of all employees.
- Work closely with Human Resources, management, and Safety Committee to identify potential safety problems and solutions.
- Update the Health and Safety Manuals as needed.
- Provide technical support for safety functions on operations, maintenance, and construction projects.
- Facilitates monthly safety meetings.
- Collect data for accident investigations, near misses, and take photographs as required.
- Monitor first aid and safety equipment and ensure supplies are adequately stocked.
- Assist management with selection of appropriate personal protective equipment and enforce usage.
- Inspect work sites to ensure compliance with the Tribes Policies and procedures.
- Stop work in imminent danger and recommend appropriate action plan.
- Routinely perform safety, productivity observations; shop, field, and vehicle inspections, and attend technical development training.
- Assist the Compliance Operations Manager on other assigned tasks as deemed necessary.

BASE WAGE: USD \$19.54 – \$28.58

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, and special events and/or on call. Upon successful completion applicable probationary period employee may be

eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.