

36970 Park Ave  
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosalektawi • Madesi

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## OFFICE OF HUMAN REOURCES

### POSITION ANNOUNCEMENT AND POSTING

#### Safety Coordinator Roads Department Burney and Alturas

Department: Roads  
Title: Safety Coordinator  
Classification: Non- Exempt/Full time  
Salary: \$22.00 \$27.00/hour  
Reports To: Roads Coordinator

**Introduction:** The Pit River Tribe is committed to developing a “culture of safety” in all of its departments and programs. The Roads Department employs about 20 fulltime and part-time staff and sometimes works on potentially hazardous projects. It is the intent of the Tribe and Roads Department to mitigate and minimize any on the job safety hazards and accidents.

**Position Summary:** The Pit River Tribe is seeking a Safety Coordinator to help us minimize the risk of job-related accidents. This position will monitor operations on the job site to eliminate potentially hazardous activities in the Roads Department. The Safety Coordinator will develop policies to promote occupational health and safety awareness. The Safety Coordinator should be well-versed in all occupational safety standards. The Safety Coordinator will be focused on prevention so the candidate will need to be diligent and analytical. The candidate will possess a keen eye for detail and a sensitivity for potential dangers. The goal is to support the creation of a healthy and safe workplace.

#### **Essential Duties and Responsibilities:**

- Work with the Roads Coordinator on a written Safety Plan
- Ensure all Roads work areas have clear posting of policy expectations and accident prevention
- Advising Roads Coordinator on provisions to minimize safety risks
- Developing and enforcing Pit River Tribe Safety policies
- Assisting the HR Director and Tribal Administrator on accident investigation procedures
- Briefing Roads employees on safety precautions on potentially hazardous work sites.
- Ensure all Roads employees comply with wearing all safety gear.

#### **Responsibilities**

- Advise on provisions to minimize safety risks
- Develop and enforce occupational safety policies (e.g. accident reporting process)

- Perform on the job spot safety checks for compliance
- Direct accident investigation procedures
- Keep records of safety-related incidents and propose corrective actions
- Organize and conduct occupational safety training plans
- Collaborate with managers to monitor compliance and identify safety issues
- Intervene in unsafe activities or operations
- Liaise with and report to HR and Tribal Administrator on safety matters
- Experience in reporting and developing policies
- Experience in implementing training programs
- Proficient in MS Office
- Excellent communication and advisory skills
- Diligent with an analytical mind
- Competencies related to this position: accountability, accuracy, absolute confidentiality, detail oriented, ethical, honesty/integrity, loyal, multi-tasking, organized, reliability and responsible

**Key Skills:** Observant, detail oriented, problem solvers, with verbal and written communication skills; familiarity with word processing, spreadsheet, and slideshow presentation software; investigative skills and knowledge of technology or field for which they are responsible

**Qualifications and / or experience:**

- Bachelor's Degree preferred in Safety management, occupational health and safety, environmental safety, engineering
- Licensure and/or Certification: Optional Occupational Safety and Health Administration (OSHA) trainer certification
- Excellent organizational and leadership skills
- Outstanding communication abilities
- Must be team oriented, establish and maintain effective working relations with Tribal officials, employees, and the general public.
- Must possess a valid California driver's license and be insurable by the tribe's auto insurer.
- Must have reliable transportation and provide proof of auto insurance.
- Applicant must be willing to submit to and pass a pre-employment drug test. Must successfully pass a background check before hiring.

**Note: *Pit River Tribal Preference.*** This position requires an awareness and deep appreciation of Indian traditions, customs, and socioeconomic need. It requires the ability, at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretions, resourcefulness, and good judgment in handling sensitive issues.

***The Pit River Tribe is an Equal Opportunity employer*** and actively encourages application from all persons regardless of race, color religion, sex, age, national origin, marital status, or ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability. Tribal Member Preference and or Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

**MUST PASS A PRE-EMPLOYMENT DRUG TEST AND THOROUGH REFERENCE CHECK.**

You may download an application off the Pit River Tribes website at <http://pitrivertribe.org/tribal-employment/>  
Drop off your application at the Tribal Administration office located at 36970 Park Ave, Burney, CA 96013 or mail. You can also fax the application to 530-335-3140 in care of HR. Questions about the application process can be sent to: Elizabeth Sato, Human Resources Director  
Tribal Administration  
36970 Park Avenue, Burney, California 96013  
(530)335-5421, (530)335-3140 Fax  
[hr@pitrivertribe.org](mailto:hr@pitrivertribe.org), <http://pitrivertribe.org/>

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**Posted: 2-12-2019**

**Deadline: 2-25-2019 by 5:00pm.**