



# QUECHAN INDIAN TRIBE

## *Fort Yuma Indian Reservation*

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

## **POSITION DESCRIPTION**

**Position:** Safety & Risk Coordinator      **Salary:** \$38,000 - \$48,000 Annually Exempt

**Opening:** Wednesday, January 24, 2024      **Closing:** Tuesday, February 6, 2024

### **BASIC FUNCTION:**

Under the direct supervision of the Emergency Management Director.

The Safety & Risk Coordinator will manage and coordinate safety activities to ensure compliance with safety laws and regulations; implement, monitor, and maintain safety programs and facilitate corrective measures as necessary; provide guidance to management on regulatory compliance, training, safety investigations, worker's compensation, and policy questions; and position the company as a leader in Safety as a specific job site, full time.

**This position requires strong organizational, communication, and analytical skills, as well as the ability to work collaboratively with various stakeholders.**

### **DUTIES AND RESPONSIBILITIES:**

- Analyzes hazards and the associated risks and provides education to ensure a full understanding.
- Reduces risks to life and property including existing structures and to future construction by development of regulations, ordinances and land use and building practices.
- Coordinates hazard mitigation projects that will reduce and eliminate long term risks from hazards and other effects; may be assigned to assist in other areas of emergency management/response as lead coordinator.
- Assists with establishing, implementing, and communicating goals, objectives, policies, and procedures in accordance with the Quechan Indian Tribe's emergency management and disaster preparedness plans.
- May represent the Quechan Indian Tribe at state and local related task force meetings and committees.
- Coordinates emergency drills and hazard assessments. Plans, conducts, and assesses programmed emergency drills (i.e. fire, active shooter, etc.) on a regular basis to evaluate

readiness and overall response and deployment capabilities in accordance with state and local requirements. Continuously improve emergency response policies and protocols.

- Actively participates in investigations of incidents/accidents, complaints, or OH&S problems; recommending changes to current procedures or controls to prevent property loss and/or injury. Tracks all incidents/accidents/near misses to aid in reducing/preventing future mishaps.
- Support Safety program initiatives including risk assessment mitigation and safety rounding. Address any safety concerns with the management team immediately. Manage the rounding program, track, and report concerns.
- Support training and education to achieve desired safety performance, including new hire orientation, annual required training, and online completion of trainings.
- Develops instructional materials for the public and departments of the Quechan Indian Tribe on emergency planning and implementation process.
- Responds to and manages or assists in managing hazardous scenes.
- Advises on and enforces relevant laws, ordinances, regulations, or statutes.
- Prepares and submits statistical and narrative reports according to established timelines and program requirements.
- Assists in coordinating the operations of the emergency operations center before, during and after a major emergency, disaster, or simulation in cooperation with other departments, branches, Districts and outside agencies and organizations.
- May coordinate emergency response activities at emergency sites.
- Participates with others in developing, coordinating, conducting, reviewing, and evaluating simulations and other training exercises.
- Participates in ensuring preparedness, availability of equipment and supplies and readiness of staff and facilities.
- Schedules and facilitates meetings with other Departments of Public Safety, Executive Office, state, and federal programs responsible for components of the plan.
- Conducts educational and awareness sessions on emergency preparedness for Tribal Operations departments and staff of the Quechan Indian Tribe and other applicable parties.
- Maintains awareness of and applies for federal and other funds to enhance emergency response programs; administer funding requirements when appropriate.
- Performs other job-related duties as assigned and contributes to a team effort.
- Assists in conducting emergency drills, exercises, and training sessions to ensure readiness and preparedness for emergency situations.
- Supports the Emergency Management Director in coordinating resources, communications, and actions among various stakeholders, including local, state, and federal agencies, and community partners.
- Develops and oversees the implementation of recovery programs, initiatives, and projects. Monitors progress, tracks resources, and ensure adherence to established timelines and budgets.
- Tracks corrective actions that arise from drills, exercises, and actual events. Identifies systems and operational problems, proposes solutions, and works to build consensus.
- Participates with internal and external task forces, specialty teams, committees, and agencies regarding emergency preparedness, including those at the Hospital, local

regional, and state levels. Helps support the development and management of the Emergency Management response team.

- Supports the implementation and on-going education of the Quechan Indian Tribe's Incident Command System throughout the organization.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the Quechan Indian Tribes culture, customs, and traditions.
- Knowledge of applicable federal, state, tribal laws, regulations, and requirements including EPA, FEMA, DHS, OSHA, and emergency response regulations.
- Knowledge of related departments organization, functions, objectives, policies, and procedures.
- Knowledge of the districts, communities, and outlying areas of the Quechan Indian Tribe.
- Knowledge of budget preparation and administration.
- Knowledge of comprehensive emergency management practices in preparedness, mitigation, response, and recovery.
- Knowledge of radios, cellular and satellite communication equipment.
- Knowledge of emergency management principles, practices, and regulations including the Incident Command System (ICS) and National Incident Management System (NIMS). FEMA certifications in IS-100,200,700,800 required.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in identifying, analyzing, and implementing solutions.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing superior customer service to external and internal customers.
- Ability to create and present effective speeches and presentations.
- Ability to exercise independent judgment.
- Ability to interpret applicable federal, state, tribal laws, regulations, and requirements including EPA, FEMA, DHS, OSHA, and emergency response regulations.
- Ability to complete applicable certification courses.
- Ability to respond to and manage complex and hazardous situations.
- Ability to maintain privileged confidential information.
- Ability to work independently and meet strict timelines.
- Ability to travel throughout the internal and external boundaries of the Quechan Indian Tribe.
- Ability to work extended hours and various work schedules.
- Knowledge of federal grant regulations, requirements, and compliance procedures.
- Excellent project management skills, with the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- Exceptional communication and interpersonal skills to effectively collaborate with diverse stakeholders and community members.
- Strong analytical and problem-solving abilities, with a keen attention to detail.
- Demonstrated leadership skills.
- Ability to work independently and as part of a team.

## **QUALIFICATIONS:**

- Must have a High School Diploma or GED equivalent.
  - Associate degree or bachelor's degree in occupational health & Safety, or related field is required or closely related field and two years' experience in emergency management or public safety training, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
  - OSHA 30-hour General Industries & OSHA 30-hour Construction certifications are required; or must be acquired within the first 6 months of hire and OSHA 510, a plus. Experience with Worker's Compensation laws and Injury Case Management.
  - Respiratory protection training is required or acquired within the first 3 months on the job.
  - Must have, or can acquire, an effective knowledge of safety rules and regulations including federal and state regulations.
  - Experience and competence in developing and implementing key (Training, Incident Investigation, Audit etc.) aspects of an industry leading Safety and Health program.
  - Strong management, communication and influencing skills from Management to Field Technician level employees.
  - Competent in coaching, teaching, and presenting.
  - Ability to form, facilitate and maintain internal and cross functional teams and relationships.
  - Competent in Federal, State and Local S&H regulations and the regulatory agencies governing the assigned facilities.
  - Competent in Microsoft Office software including Word and Excel.
  - Must possess and maintain a Valid Driver License and be insurable by the Quechan Indian Tribe.
  - Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
  - Employee must be able to function in an office environment as well as the company's field work environment, including the environmental conditions and the physical demands of working/auditing at the building and/or (standing, walking, sitting, stooping, kneeling, climbing, crouching, or crawling)/
  - Occasional use of personal protective equipment, including a respirator.
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- Will frequently be exposed to outdoor environment conditions which include Wet or humid conditions, outdoor weather conditions including extreme cold or heat.
  - Able to clearly present information through written reports and presentations.
  - Possess excellent and visible organizational skills and demonstrate the ability to work on multiple projects in an effective manner and under deadline pressure.
  - Proficient in using computer applications, including spreadsheets, databases, and project management software.

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe**

**Human Resource Department**

**350 Picacho Road**

**Winterhaven, CA 92283**

**Telephone: (760) 919-3600 Ext. 280**

**Fax: (760) 572-0515**

**Mailing Address:**

**P. O. Box 1899**

**Yuma, AZ 85366**

**(All resumes must be accompanied by a Tribal Application)**

**For further questions or to return an application electronically please e-mail us at**

**[hrclerk@quechantribe.com](mailto:hrclerk@quechantribe.com)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.