



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

**OPENS:** MAY 17, 2017 **CLOSES:** MAY 31, 2017

**JOB TITLE:** TOSH DIRECTOR

**DEPARTMENT:** TOSH (TRIBAL OCCUPATIONAL SAFETY AND HEALTH DEPARTMENT)

**REPORTS TO:** ADMINISTRATIVE MANAGER

**SALARY:** BASED ON SALARY MATRIX + BENEFITS **HOURS:** FULL TIME – 40 HRS/WK

### POSITION SUMMARY:

This position is responsible for the coordination and implementation of the safety and health training schedule for employees, TERO clients, and other Tribal Nations or entities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the daily operations and administers/supervises TOSH Training Program and staff.
2. Maintains reports for TOSH Training (monthly, quarterly, yearly): files required paperwork with DOSH, UW OSHA Training Institute Region X, Puyallup Tribes Public Safety, and Puyallup Tribal Council.
3. Acts as a liaison between Federal, State, and Tribal departments to ensure the successful implementation of the department.
4. Coordinates, schedules, promotes, and performs trainings, on and off site.
5. Negotiates written contracts with other Tribal Nations, or contractors to provide trainings.
6. Develop training forms and materials. Assist with the development and training for a Tribal Safety Department. Outlines and implements training programs about employee safety procedures and accident prevention.
7. Develops, implements, and manages safety program, policies. procedures
8. Must be aware of applicable Federal, State, and Tribal laws that impact the department
9. Keep up to date quarterly Training schedule to provide TERO, Workforce Development, Design and Construction Management, other Tribal Nations, and outside Contractors with scheduled trainings.
10. Maintains detailed accounting records of fees collected, relating to providing trainings internally, to other Tribal Nations, and/or to contractors.
11. Responsibilities also include developing and distributing educational materials, inspecting company facilities, and recommending corrections or additional precautions to ensure compliance with established safety regulations.
12. Work with Legal to develop Code, Contract Documents, changes in code, etc.

13. Responsible for working with Administration and Accounting for budgeting.
14. Work with Tribal Grants to secure funding.
15. Provides support mediation services for TERO, as needed.
16. Performs other related duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises staff of the TOSH Department. Carries out supervisory responsibilities in accordance with the Puyallup Tribe of Indians personnel policies and procedures, and all applicable laws. Responsibilities include interviewing, hiring, coaching and training employees; planning, assigning, and directing work; appraising performance; rewarding, recognizing and counseling employees; addressing complaints and resolving problems.

### **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

High School Diploma or GED required (college preferred); Current OSHA Trainer Card required; at least five (5) years of construction background experience in compliance and safety; or a satisfactory equivalent combination of education and experience. Working knowledge of the Puyallup Tribal Judicial system. Supervisory experience preferred. Advanced computer skills in Word, Excel, PowerPoint and Access required. Must be able to type 35+ WPM.

#### **Language Skills**

Employee must demonstrate the ability to interact tactfully and cordially. Ability to maintain a high level of confidentiality. Ability to read, analyze and interpret common professional journals, financial reports, and legal documents. Ability to respond to common inquiries and/or complaints from clients, contractors or other programs. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions. Ability to effectively present information to clients, contractors and large groups. Must be able to speak in front of groups up to 200 participants.

#### **Mathematical Skills**

Ability to calculate figures and amounts such as citations and penalties, charges relating to classes, etc.  
Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **Licenses or Certificates**

Must have and maintain a valid Washington State driver's license and proof of insurance. Must be insurable to drive Tribal vehicles, if necessary. Driver's License must not contain any restrictions that would otherwise prevent an employee from driving a Tribal/GSA vehicle. Must possess and maintain Authorization as an OSHA Trainer through OSHA Region X Training Institute or other OSHA Region Training Institute.

### **Other Skills and Abilities**

A working knowledge of clerical procedures; knowledge of Tribal organization, operations, policies and accounting procedures preferred, Working knowledge and understanding of Federal, State, and Tribal OSHA Standards.

Required to have extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to perform Public Speaking in front of groups from 5-200 attendees
- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile, tablet, smartphone and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- While performing the duties of this job, the employee is frequently required to sit, and/or stand for long periods of time.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.
- This position requires extensive, regular travel both in and out of state.

- This position will require duties outside of normal working hours to include nights and weekends

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate in the office and moderate to high on construction sites.
- The physical exertion is low to moderate.
- Work is performed in an office setting, training facility, and in the field.
- Work is performed both days and nights
- Position may be stressful at times due to confidential issues being addressed.
- Subject to hazards particular to industrial, construction, or maritime work environments when working in these areas.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

### ***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

#### **HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: [jobs@puyalluptribe.com](mailto:jobs@puyalluptribe.com)

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*