



## *Safety & Occupational Health Specialist*

**Supervisor:** Vice President of Facilities

**Status:** Full- Time

**Classification:** Exempt

**Written by:** Vice President of Facilities

---

### **Mission:**

*Maĥpiya Lúta embraces Lakĥota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, Lakĥota language, art, and culture.*

*Maĥpiya Lúta includes two elementary schools, a high school, Heritage Center, and six parishes on Pine Ridge Indian Reservation in SW South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs from the Lakota and Catholic traditions, ML aims to educate both the mind and the heart of its students, creating leaders of tomorrow with competence, conscience, and compassion.*

### **Summary**

This position is located at the Mahpiya Luta|Red Cloud campus in Pine Ridge, South Dakota. This position is responsible for managing a comprehensive occupational safety, health and emergency management program for ML. Incumbent will supervise the custodial department.

### **DUTIES AND RESPONSIBILITIES**

#### ***Sanitation Safety and Infection Control Management ~ 50%***

Responsible for planning and implementing the multi-faceted safety program designed to furnish quality service to students, staff, tenants, Jesuits, parishioners, and visitors to protect them from harm. Plans, implements, directs, coordinates and evaluates the organizations industrial hygiene, occupational health, safety management and emergency preparedness programs. Serves as consultant to the staff of the organization.

Leads the development and implementation of policies and procedures in accordance with Oglala Sioux Tribe Safety and Environmental Departments, South Dakota Department of Education, State Fire Marshal, EPA, OSHA, Midwest Jesuit Province, Life Safety (LS) and Emergency Management (EM) for the organization.

Leads the development of policies and procedures related to Sanitation, Safety Management, Fire Prevention, Hazardous Materials Management, Emergency Preparedness Management, Security Management and Infection Control. Appropriate references and federal/state/local recommendations, guidelines, and standards are integrated into these plans. Conducts, supervises, and evaluates required drills and provides appropriate recommendations to the Safety Committee. Duties also include providing direction and guidance to departments and disciplines in issues related to Sanitation, Safety Management, Infection Prevention and Emergency Management. Leads performance improvement activities related to sanitation, infection prevention, emergency management and occupational safety and health. Prepares reports, trends, analyzes data and presents interpretations.

Provides technical advice to supervisors in meeting standards relevant to the physical environment, LS, and EM. Coordinate and collaborate with the Custodial Supervisor, Director of Maintenance, Schools and Parishes in addressing conditions and activities involving the physical environment, infection control, emergency management and occupational safety and health. Leads physical security risk assessments and prepares written documentation.

Independently conducts risk analysis surveys and incident investigations to identify and make recommendations for the correction of unsafe conditions for the students, parishioners, employees, and visitors.

Independently collects data on occupational injuries and illness, and monitors and reports on facility employee occupational health problems and recommends personal protective equipment. Maintains and analyzes OSHA summaries and logs. Conducts performance improvement indicator monitoring of problems identified. Provides assistance to supervisors in meeting standards, by various regulatory agencies, relevant to the physical environment, EM, LS, and IC. Provides technical assistance, consultation, and training on sanitation, safety and emergency management to staff through regularly established in- services. Conducts and coordinates new and annual employee orientation and training to all staff on infection control, occupational safety and health, life safety and emergency management.

Responsible for documentation and maintenance of incidents. Reviews all incident reports and conducts incident and epidemiological investigations in order to analyze trends and recommend preventative measures and to promote the risk management and safety programs through protective, preventative, educational, and motivational factors. Uses reference data to anticipate occupationally-related health hazards and recommend preventative measures to:

- 1) identify existing health hazards and prescribe controls;
- 2) substitute harmful substances with less harmful materials or processes; and
- 3) develop procedures to alter or isolate processes or operations in order to reduce or eliminate human exposure.

Participate in the review of construction projects that may impact the physical environment, infection control, emergency management and occupational safety and health. Prior to the beginning of construction and renovation projects, coordinates with the Vice President of Facilities to complete pre- construction risk assessments; and, when necessary, identify and implement interim safety measures.

Develops and performs surveys to identify potential work related problems for employees and advise appropriate departments of options to control or eliminate unhealthful conditions.

### ***Emergency Management ~ 25%***

Serves as an Emergency Management Point of Contact (EMPOC) for the MLRC, including the schools, parishes, The Heritage Center, and tenants. Responsible for designing, conducting, and implementing the facilities' emergency management program for internal and external disasters.

Responsible for the reviews, modifications and/or additions to include new requirements and identified hazards as needed to complete the facilities' All Hazards Emergency Operations Plans, including referenced annexes such as the Continuity of Operations Plan (COOP). Conducts, supervises, and oversees the evaluation of required emergency management exercises that are based upon the facilities' identified operational vulnerabilities and threats and involve the necessary facility staff, as well as external agencies and organizations. Provides appropriate recommendations to the Safety Committee for improvement, and coordinates corrective action. Participate in local emergency management committees and meetings, to maintain or increase planning and partnerships for emergency management purposes.

### **Supervisory Duties ~ 25%**

Directly supervises the Custodial Supervisor. Conducts annual evaluations, approves leave, and ensures employees follow ML policies and procedures. Mentors subordinate staff on supervision and enforcement of policies and procedures. Provides education and guidance on infection control, sanitary practices, cleaning chemical selection, proper PPE, selection of equipment, and recommends additional training needed.

Assists the Vice President of Facilities with developing and maintaining a budget for custodial staff and safety. Assists supervisor with developing, managing, inspecting and implementing projects related to safety. Facilitates the Safety Committee.

## **FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

Comprehensive knowledge of concepts, principles and methods of infection control, emergency management and occupational safety and health.

Comprehensive knowledge of standards, procedures, methods and techniques applicable to construction projects including construction equipment, materials and utility systems.

Comprehensive knowledge of psychological and physiological factors sufficient to evaluate the relationship of an individual to the working environment and to motivate individuals to perform in a safe manner.

Comprehensive knowledge and skill sufficient to manage an infection control, emergency management, safety and occupational health program with diverse but recognized hazards, achieving compliance with regulatory provisions and effectively communicating multiple safety and occupational health practices and procedures to staff and line personnel.

Comprehensive knowledge and skill sufficient to modify or significantly depart from standard techniques in devising specialized operating practices concerned with accomplishing project infection control, emergency management, safety and occupational health objectives.

Comprehensive knowledge of concepts, principles, guidelines and standards related to healthcare emergency management and general emergency management.

Comprehensive knowledge of performance improvement activities.

Comprehensive knowledge of the various regulatory agencies certification/accreditation standards.

Ability to collect, analyze, and evaluate occupational disease/injuries, infection control, and emergency management data and make recommendations; and make recommended plan revisions to address necessary improvements.

Advanced skills in using computer word processing, spreadsheet, database, and presentation software programs.

Advanced skills in teaching, communication and evaluation of competencies of technical information, taught to a varied audience.

## **FACTOR 2 - SUPERVISORY CONTROLS**

This position is supervised by the Vice President of Facilities. The incumbent works independently by prioritizing activities to increase compliance and reduce risks associated with the physical environment, emergency management and occupational safety and health. Work is reviewed on the basis of objectives that have been met, activities reported, monthly narratives, and periodic site visits. The supervisor is kept informed of progress, potentially controversial emergency management, safety and occupational health matters or far reaching implications.

Supervises Custodial Supervisor. Responsible for the overall direction, coordination, and evaluation of this position and supervising subordinates. Carries out supervisory responsibilities in accordance with the institution's policies and applicable laws. Responsibilities, through the assistance of subordinate supervisors; to include selecting employees from vacancy announcements; providing new employee orientation, developing individual training plans,

establishing performance plans, reviewing performance plans annually, and completing progressive discipline as needed.

### **FACTOR 3 - GUIDELINES**

Program references and guidelines include; South Dakota Department of Education; International Building Code (IBC) 2015; Federal Food and Drug Administration (FDA) Food Code; South Dakota State Fire Marshal; OSHA; National Fire Protection Association (NFPA) Codes; Department of Homeland Security (DHS) Directives; Centers for Disease Control and Prevention (CDC); National Institute for Occupational Safety and Health (NIOSH); and Environmental Protection Agency (EPA).

These guidelines are often insufficient to resolve highly complex or unusual work problems. The incumbent must modify and extend accepted principles and practices in the development of solutions to problems where available precedents are not directly applicable. Experienced judgment and initiative are required to evaluate new trends for policy development.

### **FACTOR 4 - COMPLEXITY**

Plans, implements, and manages a comprehensive emergency management, and occupational safety and health program for the organization's facilities. The organization consists of schools, parishes, an art museum, staff housing, bus garage, maintenance shops, community buildings, cemeteries, and privately operated utilities. Assignments cover a wide range of work operations and environmental conditions involving a substantial number and diversity of hazards or a wide variety of independent and continuing assignments in infection control, emergency management, safety and occupational health.

In addition to routine services, identifies problem areas through surveillance activities, reports, direct contract, and investigations. Recommends corrective action and prioritization of activities as required; since several complex problems often occur at the same time. Position requires tact in communicating identified risks and recommended resolutions, which may be technically complex. The employee recommends changes in services or modification of management policies and procedures.

### **FACTOR 5 - SCOPE AND EFFECT**

The purpose of the work is to provide a comprehensive emergency management, occupational safety and health program for the organization's facilities by assessing the effectiveness of the program. The work often involves the development of emergency management, safety and occupational health criteria and procedures for major activities.

### **FACTOR 6 - PERSONAL CONTACTS**

Contacts are primarily with the: facilities' administration, schools, parishes and support staff; environmental services staff; maintenance staff; and state or other federal agency personnel.

Other contacts may possibly include; Tribal contacts; community health representatives and individual Tribal members.

#### **FACTOR 7 - PURPOSE OF CONTACTS**

The purpose of the personal contacts is to influence, motivate and encourage unwilling, skeptical and often uncooperative individuals to adopt and comply with emergency management, safety and occupational health standards, practices, procedures or contractual agreements; provides technical assistance; makes recommendations for corrective actions; facility staff education; promotes sound infection control, emergency management, safety and health practices; schedules, plans, and provides technical training; discusses health needs; and orientates concerned staff, groups, or agency personnel.

#### **FACTOR 8 ~ PHYSICAL DEMANDS**

The work involves walking, bending, and standing, crawling under spaces, climbing, and carrying equipment during comprehensive facility surveys, evaluations, monitoring and investigations. The work may also involve driving.

#### **FACTOR 9 - WORK ENVIRONMENT**

Work is performed in community buildings, churches, maintenance shops, bus garages and school facilities where there may be the potential for exposure to biological, chemical and physical agents. Personal protective equipment (PPE) may be required when performing normal duties that subject the individual to potential exposure to these agents. Driving may be required as a part of this position.

**Salary: \$65,000 to \$80,000 (not including benefits) depending on experience**

#### **To Apply:**

Send completed application to

**Brenda Bad Heart Bull**, Vice President for Human Resources

100 Mission Drive

Pine Ridge, SD 57770

[brendabhb@mahpiyaluta.org](mailto:brendabhb@mahpiyaluta.org)