



## **SAFETY COORDINATOR**

Hopi Department of Transportation

Reports To: HDOT Director

Salary Range: 42

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 05/29/2019

### **INTRODUCTION**

This position is responsible for the administration and management of the Hopi Traffic Safety Program (HTSP). The incumbent performs duties of semi-difficulty and complexity requiring working knowledge of effective traffic safety principals and strategies in reducing motor vehicle crashes and serious injuries, through methods of Road Safety Assessments (RSAs) and/or other effective strategies, budgeting and the expertise to develop, establish and coordinate a highway safety program. The incumbent is under general supervision and line of authority of the Hopi Department of Transportation Director. The incumbent and supervisor, in consultation, define the objectives, priorities and deadlines, and assist the incumbent with unusual situations.

The incumbent plans and carries out the successive steps in the work assignment in accordance with instructions, policies, previous training, accepted practices or mandates. The Safety Coordinator will work closely with a variety of programs and agencies, including: BIA Law Enforcement, Hopi Range Enforcement Services, Hopi Health and Human Services, Hopi Tribal leadership (Council, sub-committees), Indian Health Service, Arizona Department of Transportation, and other Tribal, State, and Federal agencies. The Safety Coordinator will have the overall goals of improving roadway safety on the Hopi Reservation and reducing motor vehicle related crashes and serious injuries on the Hopi Reservation.

### **KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Establish and manage the Traffic Safety program.
2. Serve as the Department's liaison with Federal, State, Tribal, and other agencies in regard to motor vehicle crashes and serious injury prevention and highway safety topics and concerns.
3. Serve as a technical advisor to the Director, Hopi Department of Transportation on matters related to motor vehicle crash prevention.
4. Coordinate with the Arizona Department of Transportation (or its contractor) or other entities that conduct RSAs for scheduling and completing RSAs for the identified Hopi Reservation roadways.
5. Develops effective strategies to reduce motor vehicle crashes in coordination with local programs / agencies, i.e., Indian Health Services Injury Prevention Program, local, state & federal crash/injury prevention coalitions, law enforcement, schools, communities, etc.; assists with annual "Click It or Ticket" campaigns and other related campaigns as necessary.
6. Advise and assist the HDOT Director with project development to address motor vehicle crash issues and problems identified in Road Safety Assessments and other effective strategies.
7. Identify and seek opportunities to improve data collection and management to administer program/system traffic engineering evaluations, severity of causes to motor vehicle crashes and timely and accurate reporting.
8. In partnership with Hopi Resource Enforcement Services (HRES) and any other law enforcement agency, to implement effective countermeasures for high risk location areas as identified.
9. Disseminate RSA reports to HDOT staff, appropriate Tribal staff, and other local agency staff.
10. Develop policy to standardize data sharing protocols for HDOT, Hopi Resource Enforcement Services and Hopi Emergency Medical Services and obtain motor vehicle crash and enforcement data from local law enforcement.
11. Use trending data to identify community outreach and enforcement activities.
12. Conduct research to identify a data management software system for centralized data collection.
13. Participate and support the activities of the Hopi Strategic Highway Safety Plan.
14. Prepare and coordinate media and public awareness activities associated with Traffic Safety program.
15. Implement the street addressing safety project in coordination with Villages, Tribe, and other applicable local, state, and federal agencies.

16. Attend trainings, conferences, and meetings as necessary to enhance skills and build or enhance collaboration with other highway safety programs.
17. Perform other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

#### **PERSONAL CONTACTS**

Contacts are with the employees within/outside the immediate work area, supervisor, public and private agencies, local, state and federal government officials, community members, personnel of agencies related to the incumbent's specialized area and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts, provide advisement/assistance and establish a network of resources.

#### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

The work is performed equally in an office setting and in the community, where driving and walking are necessary. Exposure to various weather conditions will require the incumbent to wear protective clothing, gear and take safety precautions. The incumbent will be expected to lift objects in excess of 50 lbs. Travel on and off the reservation is required.

#### **MINIMUM QUALIFICATIONS**

Education: Associates Degree in Public Safety, Business or Public Administration or a related field;

AND

Experience: Four (4) years of work experience in Injury Prevention that includes researching, gathering and analysis of data, and working with related agencies;

OR

Any equivalent combination of Education and Experience which demonstrates the ability to perform the duties.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of highway traffic laws and regulations
- Knowledge of data collection and analysis
- Knowledge of local, state and federal resources to assist in program activities
  
- Good skill in managing and integrating multiple programs/projects
- Skill in project planning, implementation, monitoring and evaluation
- Excellent verbal and written communication skills
- Skill in negotiating and collaborating for the purposes of securing pertinent data/information
- Skill in investigative research and conducting surveys
  
- Ability to work independently and make decisions to meet deadlines, modify work processes and coordinate program activities
- Ability to read, comprehend and interpret technical material
- Ability to establish and maintain effective working relationships with other agencies
- Ability to plan, organize and prioritize administrative and management functions
- Ability to communicate with the public in a tactful and respectful manner with large or small groups of people

#### **NECESSARY SPECIAL REQUIREMENTS**

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.