



Job Announcement

Opening Date: August 30, 2023
Closing Date: September 6, 2023

Position Title: Safety Officer
Department: Administration
Supervised By: General Manager
Supervises: None
Starting Salary: Starting at \$25.00, DOE
Status: Permanent
Hours: Full Time
Benefits: Yes, see below

General Statement of Responsibilities:

The Safety Officer is responsible for a variety of routine safety and emergency security activities while safeguarding Team Members and Guests. They are a first responder to all emergency incidents within DMCH facilities.

The Safety Officer is responsible for ensuring the safety of our Team Members and Guests by ensuring that occupational health and safety (OHS) guidelines are implemented properly, the DMCH Safety Manual and Evacuation/Emergency Plans and Procedures are updated appropriately, providing staff training, and ensuring certifications are current.

The Safety Officer will report hazards and actions to minimize hazards monthly. The Safety Officer will work closely with Human Resources and Security on all certifications and accident reports. This position requires the Safety Officer to be present for all inspections and during projects.

Specific Areas of Responsibilities:

- Develop or Update Safety Procedures and Emergency Action Plans.
- Maintain SDS binders and Master List.
- Ensure Team Members adhere to the company safety policies and other OSHA standards.
- Anticipate hazards and training deficiencies.

- Occasionally oversee the safety of special projects.
- Coordinate and be present for inspections.
- Ensure DMCH property meets OSHA safety and storage standards.
- Provide safety orientations, briefs, and annual training.
- Document monthly safety meetings, weekly inspections, deficiencies and corrective actions, and any incidents.
- Serve as Environmental Officer when required.
- Oversee disposal of substances according to environmental guidelines.
- Develop and implement training programs within the scope of health and safety.
- Provide expert level safety consultation to solve problems, reduce risk, and improve the safety and health of Team Members and Guests.
- Promote a safety culture throughout the organization by raising awareness and encouraging active participation from Team Members.
- Investigate accidents, incidents, and near misses to determine root causes and implement strategies to prevent future occurrences.
- Advise management on safety compliance issues and provide recommendations for improvement.
- Conduct spot inspections to identify potential hazards, assess their risk, report on them, and enforce compliance with policies, procedures, and regulations.
- Ensure all Team Member certifications (forklift, pool maintenance, Bloodborne Pathogens, Fire Extinguisher, etc.) are up to date.
- Work closely with Human Resources, Security, and the Gaming Commission.
- Act as the primary contact for OSHA, the Fire Department, health inspection agencies and other safety agencies.
- Other duties as assigned.

Knowledge, Skills, and Ability:

- Verbal and written communication skills.
- Time management and organizational skills.
- Knowledge or ability to enforce and assess OSHA regulations.
- Knowledge of writing reports and policies and procedures.
- Ability to be present during inspections and projects.
- Ability to obtain OSHA certifications and training relevant to our environment.
- Ability to obtain OSHA certifications and training in General Preparedness and response as well as Natural Disasters and Weather (Earthquakes, Floods, Heat, Wildfires, and Winter Weather).

Minimum Qualifications:

- Must be age 21.
- High School graduate or equivalent.
- Bachelor's degree in safety management or related field, or equivalent experience is preferred.
- 2 years' experience is preferred.
- Written and oral communications are required in the primary language used in the work area.
- Must pass pre-employment drug screen.
- Must qualify for a Gaming License.
- Must be able and willing to work any schedule, holidays, and weekends.

Physical Qualifications:

Requires standing, walking for long periods up to 4 hours at a time, hearing, visual and verbal skills, reaching, grasping, finger dexterity, and long periods of time sitting.

Preference Policy:

Preference will be given to qualified Susanville Indian Rancheria Tribal Members. Indian preference is granted in accordance with P.L. 93-638.

Diamond Mountain Casino & Hotel Benefits Package:

The Diamond Mountain Casino & Hotel Benefits Package includes health, dental, and vision. Team Members earn Paid Time Off (PTO) and seven holidays are included in each Team Member's PTO. Diamond Mountain Casino & Hotel also offers a matching 401K Retirement Plan, Education Assistance (provisions apply), Employee Assistance Program, Health Spending Accounts (HSA), gym membership discounts, discounts with two different shoe vendors, and team member discounts in our restaurant, coffee shop, and gift shop.

How to Apply:

All applicants are required to submit a Diamond Mountain Casino & Hotel application. Applications can be picked up at 900 Skyline Drive, Susanville, CA or you may apply online at www.dmcah.com/job and an application will be emailed to you.

Only **complete** applications will be considered. To be considered for the position you must:

1. Submit a completed application
2. Attach a copy of your High School Diploma or equivalent if required
3. Attach a copy of your Tribal ID Card, if you are claiming Indian Preference

Completed applications can be dropped off in person at the casino security desk. They may also be emailed to ewadley@dmcah.com or faxed to 530-252-1110. All applications **must be received by 4:00 pm Pacific Time** on the closing date of the announcement.