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NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: EMRTC SENIOR SAFETY AND SECURITY OFFICER DEPT: EMRTC

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $105,000 - $120,000
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.
All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.
INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Responsible for developing, implementing and maintaining safety programs utilizing state and federal OSHA, DOD and environmental regulations for EMRTC operations. Supervises the Safety of all personnel working in or visiting the EMRTC field laboratory. Prepares and evaluates Standard Operating Procedures (SOPs). Performs "walk through" evaluation of prepared SOPs to ensure that potentially hazardous operations are reviewed. Insures Safety by utilizing knowledge of industrial safety processes, ordnance procedures, and industrial (State & Federal) health and safety laws/regulations. Provides safety training to EMRTC personnel, visitors and contractors. Must be familiar with DoD 4145.26M, Contractor's Safety Manual for Ammunition and Explosives.

Certified on all Test Facilities and appropriate procedures and is available to monitor/advise Engineers, Test Managers and Ordnance personnel on unexpected occurrences. Conducts work site safety inspections to ensure compliance with regulations on a daily basis. Investigates accidents or incidents and prepares reports involving EMRTC personnel. Participates in Hazardous operations, which may exceed the normal scope of day to day operations. Lead's EMRTC's safety training program for all employees and conducts/oversees training. Oversee physical security operations for EMRTC. Supervise Visitor Control/Security Specialists in daily operations.

Oversee visitor control processes and procedures. Manage the physical security proxy system. Coordinate between ICASA, the Physical Security officer (FSO) and the EMRTC Director for Physical Security needs and processes within EMRTC buildings and the field laboratory. Manage and oversee installation, maintenance and and operating effectiveness of the alarm systems for the explosive magazine storage areas that require alarms, per Department of War regulations. Coordinate and oversee the security processes and effectiveness for the EMRTC Field Laboratory with Campus Police.

Other responsibilities include but are not limited to the following: ensuring that training and annual retraining as required by licenses(s) is provided, monitoring regulatory activities. Must have a working knowledge of the requirements for shipping and transporting explosive materials, storage, security and disposal requirements. Extensive record-keeping duties, including but not limited to: all applicable explosives regulations, copies of licenses, inspection reports, audits, background checks, approved vendors, approved buyers and all training records and materials, and Standard Operating Procedures (SOPs). The position is also responsible for conducting internal audits of activities involving explosive materials, and other tasks as designated in the applicable regulations and EMRTC license(s). Must maintain professional knowledge of existing applicable

regulations and license requirements, as well as proposed changes in regulations and requirements. Should have a good understanding of field services operations that utilize explosives. Position works under minimal supervision, and may provide supervision and technical leadership to other less experienced personnel. Required activities also include: report writing, providing technical advice to operations and shared services.

JOB FUNCTIONS:

Manages all aspects of safety and certification programs to ensure safety of employees, contractors and visitors. Ensures a safe working environment. Develops, reviews, approves and coordinates safety Standard Operating Procedures for Test and Experimental programs with management, supervisors, test engineers/managers and employees. Utilizes experience in both build up and firing of a variety of explosive warheads, energetic materials and various weapon systems. Involved in the research and development of complex test procedures & equipment Safety Officer is responsible for the following functions:

• Developing, implementing and managing explosives safety programs
• Providing leadership, guidance and advice on arms, ammunition, and explosives (AA&E) safety and risk management
• Evaluating compliance with federal, DoD, and explosives safety policies
• Serving as the point of contact for all actions related to the explosives safety management program
• Providing guidance on proper preparation, staffing, and submission of explosives safety certificates of risk acceptance, explosives licenses, explosives safety site plans, safety submission, waivers, and exemptions
• Ensuring all potential explosive sites (PESs) and exposed sites, are indicated on approved explosives safety site plans and submissions
• Ensuring that plans and protective construction designs for explosive manufacture , testing, storage, surveillance, maintenance, response actions, demilitarization, and disposal facilities are reviewed for compliance with safety standards, by appropriately trained personnel
• Ensuring a safety inspection is conducted at least annually for all areas where ammunition and explosives (A&E) related activities (for example, production, handling, storage, use, maintenance, munitions response, demilitarization, and disposal) routinely occur
• Ensuring A&E uploads and other activities that involve the transportation and storage of A&E are monitored to validate that pertinent safety requirements are met
• Reviewing policies, standard operating procedures (SOPs), and directives for compliance with explosives safety requirements
• Ensuring explosives safety site plans, submissions, and explosives licenses are updated and approved at the appropriate level when construction that is not related to A&E operations is required within ESQD
• Ensuring procedures are developed and in place for maintaining fire symbols and chemical hazard symbols current with actual A&E stored at a particular location
• Ensuring personnel responsible for managing A&E maintain current information on the type and location of A&E storage and provide this information to safety and firefighting personnel
• Ensuring personnel responsible for A&E related operations, such as operational personnel including security personnel and firefighters, are trained in fire symbols and chemical hazard symbols and in precautions and procedures for fighting fires when A&E is involved
• Ensuring adequate communications among safety, fire-fighting, security, emergency response, and ammunition surveillance and storage personnel is established and tested on a regular basis
• Ensuring fire fighters are provided information for maintaining current maps, showing all explosives locations with fire and chemical hazard symbols
• Participating in the master safety planning process, conducting annual reviews of the installation's explosives location map to monitor encroachment within ESQD, and ensuring required explosives safety site plans, submissions, and explosives licenses are accomplished or updated
• Monitoring select A&E related activities to evaluate explosives safety compliance and the integration of risk management ensuring that all participants understand and comply with applicable explosive safety standards, to include the following;
>> A&E storage, handling, and operating sites
>> A&E transportation activities

>> A&E disposal and demilitarization activities
>> Munitions response actions
>> Weapons systems modifications, special exercises, and test programs, particularly those that involve A&E
>> Planning for contingencies
>> Explosives safety training records for unit personnel
>> Public demonstration s, including fireworks, "open house", and other related activities

Provides Safety Training and and Security awareness. Specific safety training includes First Aid, Defense Driving, Hazard Communication Training and Explosive Safety. Provides safety briefings to Customers and to personnel visiting NMIMT. Consults and interfaces with institute, local government, state and federal agencies on health, safety and environment issues and conducts inspections to ensure compliance with regulatory standards. Instructor for “Incident Response to Terrorist Bombings” A Department of Justice sponsored course for First Responders nationwide. Subjects include Current Threats and Improvised Explosive Devices

Ensures facilities, test ranges, construction areas and personnel activities are inspected on a regular basis. Ensures safety and security regulations and procedures are being followed. Investigates and reports accidents/incidents and recommends corrective actions. Prepares reports for local and off campus officials. Maintains SOPs and Safety Training records in support of the safety programs. Including an active Material Safety Data Sheet (MSDS) file. Safety Officer is responsible for the following functions:
• Developing, implementing and managing explosives safety programs
• Providing leadership, guidance and advice on arms, ammunition, and explosives (AA&E) safety and risk management
• Evaluating compliance with federal, DoD, and explosives safety policies
• Serving as the point of contact for all actions related to the explosives safety management program
• Providing guidance on proper preparation, staffing, and submission of explosives safety certificates of risk acceptance (CoRAs). explosives licenses, explosives safety site plans, safety submission, waivers, and exemptions
• Ensuring all potential explosive sites (PESs) and exposed sites, , are indicated on approved explosives safety site plans and submissions
• Ensuring that plans and protective construction designs for explosive manufacture , testing, storage, surveillance, maintenance, response actions, demilitarization, and disposal facilities are reviewed for compliance with safety standards, by appropriately trained personnel
• Ensuring a safety inspection is conducted at least annually for all areas where ammunition and explosives (A&E) related activities (for example, production, handling, storage, use, maintenance, munitions response, demilitarization, and disposal) routinely occur
• Ensuring A&E uploads and other activities that involve the transportation and storage of A&E are monitored to validate that pertinent safety requirements are met
• Reviewing policies, standard operating procedures (SOPs), and directives for compliance with explosives safety requirements
• Ensuring explosives safety site plans, submissions, and explosives licenses are updated and approved at the appropriate level when construction that is not related to A&E operations is required within ESQD
• Ensuring procedures are developed and in place for maintaining fire symbols and chemical hazard symbols current with actual A&E stored at a particular location
• Ensuring personnel responsible for managing A&E maintain current information on the type and location of A&E storage and provide this information to safety and firefighting personnel
• Ensuring personnel responsible for A&E related operations, such as operational personnel including security personnel and firefighters, are trained in fire symbols and chemical hazard symbols and in precautions and procedures for fighting fires when A&E is involved
• Ensuring adequate communications among safety, firefighting, security, emergency response, and ammunition surveillance and storage personnel is established and tested on a regular basis
• Ensuring fire fighters are provided information for maintaining current maps, showing all explosives locations with fire and chemical hazard symbols

• Participating in the master safety planning process, conducting annual reviews of the installation's explosives location map to monitor encroachment within ESQD, and ensuring required explosives safety site plans, submissions, and explosives licenses are accomplished or updated
• Monitoring select A&E related activities to evaluate explosives safety compliance and the integration of risk management ensuring that all participants understand and comply with applicable explosive safety standards, to include the following;
>> A&E storage, handling, and operating sites
>> A&E transportation activities
>> A&E disposal and demilitarization activities
>> Munitions response actions
>> Weapons systems modifications, special exercises, and test programs, particularly those that involve A&E
>> Planning for contingencies
>> Explosives safety training records for unit personnel
>> Public demonstration s, including "open house", and "4th of July" type activities

Supervising employees in safety and security department and operating and maintaining the EMRTC reception area/staff

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program 18+ months after high school in Explosive Ordnance Disposal Certification through a U.S. Government EOD training certificate. Explosive Ordnance Disposal Certification. Hazardous Waste and Emergency Response Operations, 40 Hour Basic. A valid New Mexico driver's license • Department of Defense security clearance through Secret to be obtained within reasonable time after employment. • Explosive Ordnance Disposal NAVSCHEOD

DESIRED QUALIFICATIONS:

Defensive Driving Course Instructor. DOD Contractor Safety Course. Emergency Medical Training /First Responder. Hazardous Waste and Emergency Response Supervisor Course.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	O
15 - 30 pounds	O
30 - 50 pounds	O
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 10%	Sitting 20%	Walking 20%	Pulling10%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling 5%
Crawling 5%	Climbing 5%	Reaching 5%	Other 20%

Apply to: nmtjobapps@npe.nmt.edu