

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: July 15, 2025
FROM: Human Resources Department
RE: Site Safety and Health Officer (SSHO)

The Human Resources Department is currently taking applications for a Full-Time Site Safety and Health Officer (SSHO). The attached position announcement must be posted seven (7) full days.

Applicants wishing to apply should visit the Tunica-Biloxi website at www.tunicabioxi.org and click on ‘Government’ located on the top of the page, scroll down to Departments, then Human Resources.

This position should be posted internally until July 23, 2025, at 4.00 p.m.

Date and hour posted: _____ : ____ . m.

Date and hour removed: _____ : ____ . m.

Tunica-Biloxi Services

JOB DESCRIPTION

Job Title: Site Safety and Health Officer (SSHO)

Reports to: Director of Federal Construction Services **Employment Status:** Full Time/Exempt

Classification: Exempt

Salary Range: Based on Experience

Supervisory Status: No

Revision Date: 7/14/2025

SUMMARY:

The Tunica-Biloxi Industries, LLC (TBI) is a wholly owned economic instrumentality of the Tunica-Biloxi Tribe of Louisiana. Headquartered in Marksville, LA on the Tunica-Biloxi Reservation, TBI serves as a holding company with multiple operating subsidiaries engaged in multi lines of business for the federal government and commercial enterprises. As an American Indian Tribe owned, small, disadvantaged business, we have the resources to provide innovative and flexible solutions to meet government and commercial objectives.

Tunica-Biloxi Services, LLC (TBS) is a subsidiary of TBI. TBS is a construction services contractor who specializes in physical security (new and upgrades), design/build, renovation, civil, roofing, and facility operations and maintenance services. TBS is searching for a Site Safety and Health Officer (SSHO).

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Provide initial site-specific safety and health orientations that, at a minimum, cover the project Accident Prevention Plan (APP) and Activity Hazard Analyses (AHAs) to all project personnel, including subcontractors, as the controlling contractor.
- Hold safety meetings as needed.
- Ensure that all work activities are performed in accordance with the project-specific APP, AHAs, applicable OSHA regulations and client requirements (e.g., USACE EM385-1-1).
- Interface with all project staff, regulatory agencies, clients, and customers to formulate corrective actions, as needed.
- Be the Tunica-Biloxi Services Point of Contact (POC) for any Occupational Safety and Health Administration (OSHA) inspection or other externally driven audit activity (e.g., client).
- Deliver training, if qualified, to project employees based on the direction of the Tunica-Biloxi Services Health and Safety Manager and Operations Manager.
- Support project personnel in the reporting of all incidents and near missed events and ensure accurate information is communicated to Tunica Biloxi Services Health and Safety Manager or the Health and Safety Director.
- Assist Tunica-Biloxi Services Health and Safety Manager with investigations of serious incidents and near miss events.
- Ensure Tunica-Biloxi Services protocol is followed as soon as possible for all non-life-threatening injury incidents.
- Conduct on-site inspections and audits.
- Ensure corrective actions that result from incident and near miss investigations, audits, and inspections are implemented.
- Stay up to date on new safety equipment and PPE, as well as any recalls.
- Respond and provide assistance to all emergency situations.
- Other duties as assigned.

REQUIRED KNOWLEDGE OR SKILLS

- 7-year minimum experience of Safety work of a progressive nature.
- 5-year minimum experience with **Federal construction** contracts for the US Federal Government USACOE preferred.
- Must be proficient with USACE EM-385-1-1 Construction and Occupational Safety and Health Standards.
- 30-hour OSHA construction safety class or equivalent and current first AID/CPR certification.
- Competent Person status in at least the following four areas of Competency: Excavation, Scaffolding, Fall Protection, and Confined Space required.
- Experience with large-scale construction projects for the Federal Government.
- Experience with Microsoft Office products required.
- Strong proficiency with reading, writing, and speaking English and comfortable speaking in group settings.
- Professional verbal and written communication skills.
- Ability to organize and lead labor trades, vendors, and subcontractors.
- Must be dependable and able to work independently.
- Must treat all employees, clients, subcontractors and vendors with dignity and respect.
- Native American/Tribal 8(a) experience preferred.

CERTIFICATIONS AND REQUIREMENTS

- OSHA 30 Certified
- CPR 1st Aid training and Certification
- RMS Proficiency a plus.

PHYSICAL REQUIREMENTS

- Must be able to stand for long periods of time and lift up to 50 lbs.
- Must be able to climb ladders, stairs, and access rooftops.
- Must be able to get around on worksites that may have uneven ground, rocks, equipment, etc.
- Must be able to sit at a desk for long periods of time and work long hours.
- Must be able to work under variable weather conditions – rain, extreme heat, thunder/lightning, etc.
- Must be able to use a laptop.
- Ability to travel may be required.

Work Location:

Hybrid: Remote and On-Site

Salary and Incentive Compensation Package Dependent upon Experience

This is not an exhaustive list of all duties and responsibilities associated with it. Tunica - Biloxi Services, LLC reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS. Proof of tribal citizenship is required to be deemed preference eligible.

All offers of employment at Tunica-Biloxi Services are contingent upon clear and acceptable results of a