

## TOHONO O'ODHAM UTILITY AUTHORITY

### Job Description

**Job Title:** Safety & Training Coordinator  
**Department:** Electric  
**Reports To:** Electric Operations Manager  
**FLSA Status:** Non-Exempt  
**Salary Level:** TC-9  
**Prepared By:** Tohono O'odham Utility Authority  
**Prepared:** 01/22/2015  
**Approved By:** Mike Bethurem, General Manager  
**Approval Date:** 01/23/2015

### SUMMARY

This position is responsible for planning, directing, and coordinating the Environment, Health and Safety Program for Authority employees to provide safe conditions and encourage employees to develop safe work habits. Promote employee safety in the use of tools, equipment, and work methods to minimize accident frequency rates. Communicate with customers and the general public on safety matters pertaining to power lines. Coordinate safety training for Authority employees. Manage all Loss Control activities, including ADOT regulations and required health related activities such as Hearing Conservation and Blood borne Pathogen programs. Will assist in developing and maintaining all safety records and reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned:

Coordinates with and assists the Management Team in designing and implementing an overall safety training and education program for the Authority.

Creates, coordinates, and presents safety programs for all employees, to include coordinating with outside agencies contracted to provide specialized safety training.

Prepares monthly report on status of safety under the direction of the Electric Operations Manager for presentation to the Management Board.

Coordinate with all department managers and supervisors in areas of safety, training, public awareness and education and accident investigation.

Develop and maintain yearly calendar of safety training programs.

Conducts safety inspections on vehicles, equipment, facilities, and job sites on a regular basis, to include random job site inspections during emergency service restoration outside of the normal work hours.

Responsible for investigating accidents, to include vehicle accidents, employee work related accidents, electrical contacts, and any other accident which would be classified as "near misses".

Review organizational safety policies for compliance with OSHA regulations and make recommendations for any required changes and/or updates.

Plan and conduct safety-related programs in area schools and for other groups of customers, as required or requested.

Assists the Management Team in developing a Safety Incentive Program and administers that program.

Maintain loss control certification through a continuing education program, by attending seminars and related training courses.

Oversees and provides administrative support to the Safety Committee

Perform other such duties as directed.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Must possess a strong desire to educate and promote good safety work practices. Must have good communication skills, both verbal and written and have public speaking skills. Must be able to gain and maintain the respect of fellow employees. Must be able to propose and execute plans with a minimum of guidance and assistance. Must be able to present ideas and motivate others in pursuing organizational goals and objectives. Must have knowledge of the OSHA Rules and Regulations and of the National Electric Safety Codes.

Required personal characteristics include: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and ability to gain and maintain the respect of others.

## **EDUCATION and/or EXPERIENCE**

A high school diploma is mandatory. Additional education or training in loss control and safety engineering is highly desirable. Successful completion of the NRECA Loss Control Internship and Certified Loss Control Professional Program within two years will be required.

## **LANGUAGE SKILLS**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence and produce manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid drivers license.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess manual dexterity and visual acuity, as well as the ability to listen and communicate orally and use hands, stand for periods of time, walk, sit, bend, stoop, squat, lift and carry between 50-75 pounds, twist, balance, kneel, and crouch.

Manual dexterity and visual acuity are required to drive the vehicle to and from the job.

Must have the ability to detect and communicate hazardous situations, either while presenting safety programs, performing safety inspections, and/or conducting accident investigations.

Must have the ability to stand and walk to observe crews and present safety programs on safety procedures.

Must have the ability to sit in a vehicle to drive and/or ride to various construction, service, or right-of-way sites. The average number of miles and the amount of time driving/riding varies depending on the number of sites to be visited each day.

Must have the ability to bend, stoop, squat, lift and carry between 50-75 pounds, twist, balance, kneel, and crouch while conducting and/or presenting safety programs, performing safety inspections, and conducting accident investigations.

## **WORK ENVIRONMENT**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Works both outside and inside, in quiet and noisy work environments. Must be able and willing to work outside under inclement weather conditions.**