

# Four County Electric Membership Corporation

## Position Specifications

### Director of Safety, Training, and Loss Control

#### **Position Objective Summary:**

Develop long- and short-range safety, training, and loss control programs; implement, promote, and assure adherence to the Cooperative's safety and training program. Schedules and conducts safety meetings, records and reports meeting minutes on a monthly schedule.

#### **I. Education**

High school diploma plus Associates degree in electrical technology or business required.

#### **II. Experience**

At least ten (10) years of experience with an electric cooperative, preferably in safety, training, and loss control programs.

#### **III. Mental and Physical Requirements**

The mental and physical requirements for this position include, but are not limited to the following:

- Must possess the ability to clearly and concisely communicate in exchanging information with position's supervisor, employees, and the general public.
- Must have the aptitude to logically and objectively evaluate obstructions and impediments to plans and programs, make rational independent decisions, and develop reasonable solutions to problems.
- Must have and maintain a valid North Carolina driver's license and operate a motorized vehicle without the assistance of another employee.
- Must have the ability to operate a telephone and two-way radio in executing the position's assigned duties.
- Must have the ability to access, input, and retrieve data contained in the computer system in performing assigned operations.
- May be exposed to extreme weather conditions and must be able to work day and/or night.
- Must make and maintain bona fide residential abode within twenty (20) statute miles of the Burgaw office.

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- Must be able to cross unlevel, wooded, muddy, or otherwise unfavorable terrain and overcome obstacles such as streams, ditches, etc. to gain access to areas where personnel are working.
- Must be able to read computerized system maps.
- Must be able to follow verbal and written instructions.
- Plans for and attends conferences, seminars, and meetings that will provide for acquiring knowledge of new or improved safety, training and loss control methods for the Cooperative.
- Reviews trade publications and other literature to remain abreast of developments in the electric utility field.

#### **IV. Non-Discrimination**

Four County Electric Membership Corporation will recruit, employ, and promote employees in all job classifications without regard to race, color, sex (including gender identity, sexual orientation and pregnancy), age (40 or older), religion, national origin, disability (including physical or mental impairment), genetic information, or veteran status.

#### **V. Exempt Status**

This position is exempt from the overtime requirements of the Fair Labor Standards Act as amended.

#### **VI. Reporting Relationships:**

- A. Reports to: Vice President of Human Resources
- B. Directs: None

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**VII. Essential Duties and Responsibilities**

**A. Safety**

**50%**

- Implements and coordinates Cooperative safety program and training in safety rules and safe work methods and procedures for all employees. Including New hire orientation and monthly operations safety training oversight.
- Coordinates through the Statewide Association specialized safety meetings for appropriate personnel.
- Investigates all employee accidents within the Cooperative and prepares reports of all personnel injuries, accidents, and possible property damage claims.
- Studies and reviews accident reports and determines remedial or preventative actions.
- Reviews safety rules and regulations on an annual basis and makes recommendations as to improvements.
- Periodically reviews with all employees, chemical exposure in the workplace and maintains records and SDS of all chemicals within the Cooperative workplaces.
- Reviews periodically with appropriate agencies regarding chemicals stored in the Cooperative's workplaces under regulations of Title III - Emergency Planning and Community Right-To-Know Act of 1986.
- Performs scheduled inspections of all heavy construction tools, equipment and transportation to ensure optimum safety and usefulness and submits evaluation report and recommendations.
- Coordinates and is responsible for the Safety Accreditation which occurs every three years.
- Responsible for new hire and renewal access control badge creation and assignment.
- File loss claims with applicable insurance companies. Including workers compensation. Property and Casualty, and General Liability claims processing.
- Coordinates drug free workplace program. Including scheduling unannounced DOT and non DOT random drug screenings for Burgaw office.

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- Chairman of Corporation's safety committee. Leads proactive efforts to identify prevalent incident trends and recommend solution oriented best practices
- To protect the Cooperative's assets through development of an effective loss control program
- Develops, reviews, coordinates, and revises when necessary training programs and schedules within the guidelines as outlined in Line Worker Training Program.
- Trains operational supervisors in all aspects of training for the Line Worker Training Program and OSHA Safety regulations in order for them to coordinate training within their respective service areas.
- Develops a rapport with the electric utility operating and safety personnel as a means of outside growth and exchange of ideas and methods.

#### **B. Record Keeping, Reporting and documentation 40%**

- Plans, designs, produces, and maintains a system of records, reports, and statistical charts and data of safety, thus utilizing that information for planning of improvement in operating practices.
- Prepares data and reports for regulatory authorities and agencies and Cooperative management.
- Handles public liability and vehicle accident issues with claimants and the Cooperative's insurance carrier. In addition, summarizes and analyzes personnel and property damage reports and recommends to supervisor remedial action for improvement of loss prevention.
- Makes special studies and recommendations of unusual operational situations or problems as directed by supervisor.
- Plans, designs, and maintains programs to assure compliance with applicable "employee right to know" and "community right to know" regulations.
- Assists Vice President of Human Resources in preparation of annual departmental budget.
- Assists others, as needed, in preparation of safety equipment annual budgets.

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- Approval and processing of safety and facility security accounts payable invoices.
- Assure adherence to all applicable federal, state, and local occupational regulations.
- Prepare monthly safety reports.
- Maintains records and reports, as required by regulations, and participates in various safety meetings and training sessions
- Assist supervisor with department's annual plan of action and budget.

#### **G. Operations**

**10%**

- Assists with planning and scheduling of testing programs for Cooperative equipment, tools, and apparatus.
- Coordinated rubber goods safety and replacement program.
- Plans and coordinates uniform operating practices for the safety of electric system personnel.
- Oversee facility fire safety, security and extinguishers inspections. Assures regulatory compliance.

#### **VIII. Relationships**

##### **A. Internal**

- Vice President of Human Resources: - To review major projects and plans with respect to the safety, training and loss control; to inform of new developments; to obtain information, guidance, and interpretation of policies; to obtain information, guidance, and interpretation of regulatory items; to obtain necessary approvals.
- Operations Supervisors – To assist in implementation of Cooperative safety and line worker training programs; to inspect and report condition of warehouses, storage yards and work equipment; to provide assistance in emergencies; to advise on and improve work methods; to exchange information of mutual interest.

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- System Operations Supervisor - To assist in implementation of Cooperative safety and line worker training programs; to inspect and report condition of work equipment; to advise on and improve work methods; to provide testing of equipment and tools; and to exchange information of mutual interest.

#### B. External

- Customers - To provide advice and counsel and information as requested; advise and assist customers in the safety aspects of electrical equipment.
- Inter-Industry and Professional Associations - To maintain representation and create opportunities for mutual exchange of information, new developments, services, and benefits.
- State and Federal Agencies - To obtain and supply required information of the electric system.
- Other Electric Membership Corporations - To share experiences and confer on mutual problems.
- Educational Institutes - To participate in special courses and meetings to improve skills and to obtain professional advice and service; to provide instruction and guidance with course offerings.
- Public and Community - To represent the Cooperative as necessary in public and community functions and projects.