



## JOB POSTING

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**Job Title:** Safety & Loss Control Coordinator

**Location:** Kaufman

**Posting Date:** 03/11/2022 – 03/25/2022, 5:00 PM

### Summary

To efficiently and effectively assist with the safety program by researching, planning, developing, and implementing the programs and procedures necessary to meet compliance and safety needs. Provides training and maintains a safe work environment.

### Responsibilities and Authorities

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:

- Coordinates the development, implementation, and maintenance of a cost-effective safety program which supports safety and loss control procedures and contributes to improved cost, quality and productivity in compliance with established standards.
- Collaborates on the planning and implementation of safety policies and procedures in compliance with local, state and Federal Occupational Safety and Health Administration, Federal Motor Carrier, Texas Department of Transportation, NESC rules and regulations and the Environmental Protection Agency.
- Assists with Spill Prevention Control and Countermeasure Plan.
- Plans and implements training so all employees understand and follow safety policies and procedures. Plans and implements programs to train managers and supervisors on safety and loss control issues including Emergency Action Plan, work site observations and safety, correct handling of chemicals, and reasonable suspicion for alcohol and drug testing purposes.
- Inspects facilities and work sites to detect existing or potential accident and health hazards, determines corrective or preventive measures where indicated, and follows up to ensure measures are implemented.
- Provides information, signs, posters, barriers and other material to warn of actual or potential safety hazards and to prevent access to hazardous conditions.
- In the absence of the Manager of Safety & Loss Control, leads the investigation of accidents and injuries and cooperates in the preparation of material and evidence for the Cooperative's use in hearings, lawsuits, and insurance investigations. Complies and submits accident reports required by policy, insurance and regulatory agencies.
- Conducts accident investigations involving employees, general public, cooperative vehicles, and cooperative equipment. Files appropriate claims and reports for insurance, compliance, and records as required by law and cooperative policy.

- Maintains and records accidents, injuries and training reports.
- Coordinates the preparation and training of the Lineman Apprentice Advancement Program and is responsible for ensuring employees have all information and training required. Trains employees, assist in testing and keeps record of tests.
- Conducts safety inspections to ensure the Cooperative is within guidelines of the NRECA and maintains the Safety Accreditation Program.
- May schedule testing and keep records for aerial device testing and ensures the repairs are completed and documented.
- Responsible for the testing, record keeping of replacement and/or change out, and inventory of personal protective equipment, including grounds, hot sticks, rubber gloves, glove protectors, first aid and blood borne pathogen kits, safety cones, triangle reflectors and rubber cover up.
- Assist Public Relations personnel with public safety demonstrations.
- Is available to handle accidents, injuries and oil spill clean up at all times.
- Monitors existing policies, programs, regulations and procedures for adherence to Safety requirements and makes recommendations for changes or additional training and equipment.
- Assist management in promoting a positive image of the Cooperative.
- Represent the Cooperative at professional, social and community activities; manage special activities as assigned by the Manager of Safety & Loss Control, Director of Corporate Services, Assistant General Manager/COO and/or General Manager/CEO.
- Exercises a high degree of discretion and emotional control during periods of extreme stress in working with members, Board members, employees and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff, and oversight agencies.
- Perform any other duties as assigned by the Manager of Safety & Loss Control, Director of Corporate Services, Assistant General Manager/COO and/or General Manager/CEO

### **Education**

High school graduate or equivalent. Additional education or training in electric utility operation, safety engineering, and right of way fields is highly desirable. Must receive the designation of Certified Loss Control Professional within four years.

### **Experience**

Minimum of five years field experience in an electrical power related industry as a Lineworker. An exceptional educational background may be considered for a portion of the experience requirements.

### **Job Knowledge**

Must have working knowledge local, state and federal safety rules, regulations and standards including but not limited to National Electric Safety Code, Worker's Compensation and OSHA.

### **Abilities**

Must have strong written/verbal communication skills. Strong interpersonal skills, ability to effectively handle competing priorities and complete them in a timely manner and the ability to work independently as required. Must be able to prepare oral and written presentations of complex materials. Computer skills are a must. Use of Excel, Word, Power Point, Access, Internet Explorer 6.0 and Microsoft Outlook is required. Must be able to communicate to individuals and small groups. Must be able to read, write and do arithmetic. Must be able to carry out a variety of activities, which requires a high degree of accuracy and attention to detail. Must be able to organized work to meet deadlines. Must be able to maintain confidential

information. Must possess a valid driver's license and remain insurable by the Cooperative's automobile insurance carrier.

### **Working Conditions**

Must be able to work outside of regular schedule to maintain operations as required. Will require travel within and outside the cooperative service area. Required to work under adverse conditions, such as extreme heat or cold; high winds and storms. May frequently be required to work in rough terrain, heavy underbrush, holes in ground, no or low lighting, pets, wildlife, insects, and poisonous vegetation. May use shovel, hammer, pliers, tamp and other basic hand tools. Must wear approved clothing and required personal protection equipment.

### **Physical Requirements**

While performing the duties of this job, the employee is frequently required to sit; use hands, fingers, handle or feel, and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Due to the nature of an electric utility, all employees are subject to working extended hours, holidays, nights, and weekends with or without notice

### **How to Apply**

- Internal candidates are to notify the Human Resources Department of their interest.
- External candidates may apply at any TVEC office, [www.tvec.net](http://www.tvec.net), submit resume to P.O. Box 888, Kaufman, TX 75142 or email to addresses below:

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