

Bartholomew County REMC

Job Description

Job Title: Safety Specialist
Department: C.E.O.
Reports To: C.E.O.
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: September 23, 2022
Job Code: 31-3371

POSITION SUMMARY

This position leads the Safety Culture and programs of Bartholomew County REMC to facilitate a united, safe environment for all REMC employees. Will coordinate, schedule, and ensure implementation of employee safety and training programs as required to maintain Cooperative and governmental regulatory compliance. Will monitor and maintain Cooperative safety policies and procedures in alignment with governmental compliance regulations and provide accurate, timely reporting of such, as required by law and Cooperative standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following:

- Maintains and audits records for compliance for handling hazardous material including disposal, storage, labeling and appropriate training for all employees.
- Maintains and audits material safety data sheet files and ensures compliance to regulations.
- Oversees safety programs and leads Safety Committee to be a well-organized, participative, and effective component of the safety program. May also develop and design programs as needed for areas of the business.
- Oversees, manages, and reviews compliance of all safety and environmental programs utilizing external resources such as Indiana Electric Cooperatives, Hoosier Energy, or other affiliates/consultants. Periodically audits compliance and ensures all employees are appropriately trained and compliance procedures are established, communicated and up to date.
- Reviews, maintains, and analyzes safety statistics such as workers' compensation loss statistics, OSHA 300 A data, DART and other accident/injury rates.
- Develops and generates periodic reports for review with the management staff to analyze trends and identify areas for improvement.
- Promotes adherence to established safety rules, regulations, and standards by:
 - Hosting and/or coordinating monthly BCREMC Safety Committee Meetings.
 - Keeping informed regarding OSHA rules and other safety standards and recommendations.
 - Participating in IEC safety meetings and conducting safety sessions pertaining to all areas of Bartholomew County REMC.
 - Personally conducts BBS (Behavior based safety) observations to identify areas of improvement, enhance BBS program and improve communication with employees.
 - Personally observes personnel through observations to assure that they are adhering to safety rules and regulations and identifying best practices.
 - Able to perform first aid, artificial respiration, and pole-top resuscitation.
 - Investigates all on-the-job injuries to identify root cause and recommend changes to prevent injuries in the future.
 - Periodically reviewing safety manual(s) procedures and developing improvements by identifying and communicating best practices.
 - Maintain safety equipment and ensure it is in working order. For example, first aid kits, AED units, etc.
- Able to develop, present and communicate safety programs for members and the public including emergency agencies and law enforcement agencies. For example, VFD, EMT's, etc.
- Able to present hotline demo and other public safety demonstrations.

- Maintain a working knowledge of safety policies and regulations to ensure duties of self and others are performed in a safe manner.
- Perform on site crew inspections, general crew safety meetings on a regular basis and maintain proper records of all employee safety issues noted during job performance.
- Prepare annual budget for all safety-related areas.
- Daily oversight of all employees' safety including on-site crew inspections & debriefing crews. In the area of safety, assists in performance appraisals, discipline, coaching, and development of all employees.
- Be able to understand and interpret the Collective Bargaining Agreement.
- Keeps constantly informed as to the direction of line feeds, location reclosing and switching devices and ensures that all affected personnel are informed.
- Works closely with Hoosier Energy and Engineering department on load curtailment, substation planning, substation maintenance, substation switching, recloser maintenance and training for line crews.
- Coordinates all apprentice linemen's participation in the Hoosier Energy Apprentice Training program.
- Serves as the primary contact for the Statewide Regulatory Compliance and Job Training & Safety groups. Coordinates monthly training for personnel ensuring they are thoroughly trained in accordance with the qualifications and requirements of their position. Assures Cooperative compliance in the SPCC plan, MSDS, DOT regulations and other applicable codes.
- Coordinates the annual walk through with Federated Insurance.
- Potential to serve as On-Call Support person.
- Other duties as assigned by the CEO.

SUPERVISORY RESPONSIBILITIES

This position may be expanded to supervise employees & contractors in the future. This position also has ultimate responsibility to communicate and interpret BCREMC policies and procedures of the Cooperative within the Operations areas to establish direction and to obtain understanding and commitment by the employees under his/her supervision and within applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and attain the position objective. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum Bachelor's degree in workplace safety or related area of study
- Minimum of four years' experience in linework on an electric system, field engineering on an electric system or in workplace safety.
- Ability to lead corporate safety initiatives based on new & existing OSHA guidance and corporate safety rules, both in the field and in the office. Corporate Safety leadership in times of a pandemic is imperative in this role.
- Strong & proven relationships with current & past coworkers. Trust from coworkers is imperative in this role.
- A positive attitude and pleasant demeanor to both members and coworkers.
- Ability to listen, understand problems and communicate solutions in person, electronically and over the phone with the public, members, and employees.
- Ability to handle emotionally charged situations in a controlled manner.
- Ability to multi-task and work well with others in a fast-paced environment.
- Attention to detail and organizational skills.
- A proficiency in the English language and its proper usage.
- Ability to present information effectively in small group situations to the public, members, and employees.
- Must have intermediate computer knowledge and the ability/desire to increase skills in NISC and Microsoft Suite (PowerPoint, Excel, Word and Outlook).
- Must adhere to Company Safety Rules.

- Must be able to travel overnight for training.
- Must be able to drive and maintain a CDL license.

CRITICAL TRAITS

- Works safely and looks out for co-workers and the general public.
- Exhibits Servant Leader qualities
- Exhibits keen disposition for providing great customer service.
- Available when needed for both regular duties and during system emergencies.
- Punctual and attentive to established work periods.
- Acquires and maintains necessary skills.
- Successfully performs duties in an effective manner regarding quantity, quality, and timeliness.
- Represents cooperative well in appearance, conduct, knowledge, and professionalism.
- Accepts responsibility for own actions and for accomplishing needed tasks.
- Is a team player contributing as needed to support the mission of Bartholomew County REMC.
- Expects change both internal and external and adapts positively.
- Is a good steward of cooperative resources.
- Seeks more efficient and effective ways to carry out his/her responsibilities.
- Is familiar with and abides by Rural Electric policies, guidelines, and code of ethics.

PHYSICAL DEMANDS

This position requires time spent both in and out of the office. Time in the office will generally be spent at a desk in the office or in the Operations garage area with crews. Time outside of the office will generally be spent visiting crews at job sites, travelling in a vehicle or inspecting problem areas. While performing the duties of this job, the employee is required to:

Frequently – see, talk, hear, walk, sit, stand, use hands to finger, handle, type, feel and reach with hands and arms.

Occasionally – stoop, kneel, crouch, climb, balance, crawl, and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually moderate when working in the office areas, and usually moderate when working in the outdoor environment.

Interested candidates may apply at the following link: <https://bcremc.hirecentric.com/jobs/>

Bartholomew County is an Equal Employment Opportunity Employer