Central Texas Electric Cooperative, Inc.

# Position Description

Position: Safety and Loss Control Manager

Reports to: Chief Executive Officer

FLSA Status: Exempt

Position Summary:

To manage the safety and loss control programs to ensure all employees have proper training, knowledge, and tools to enable them to perform their jobs safely and effectively. Coordinate and administer the physical skills testing of the Apprentice Lineman Training Program. Investigate accidents and meter tampering, determine OSHA recordability, and ensure required reporting is accurate and compliant.

Essential Duties and Responsibilities:

1. Responsible for safety meetings and programs for employees, general public and local schools, including design, organization, leading and documentation.
2. Develop and manage CTEC Lineman training program.
3. Responsible for investigating all accidents, which may include vehicle accidents, employee accidents, electrical contacts, and any other accident which may be a “near-miss” or require further investigation.
4. Responsible for the filing of appropriate claims and reports for insurance, compliance and records as required by law and cooperative policy.
5. Coordinate on-site inspection of crews and field personnel to ensure compliance with safe working procedures. Inspect warehouses, offices, storage yards and substations to determine that they are maintained in a safe and orderly manner.
6. Shall be knowledgeable in all applicable safety codes as they pertain to the cooperative’s business activities and any accidents that occur therein, including but not limited to the National Electric Safety Code (NESC), Worker’s Compensation programs and OSHA rules and regulations.
7. Administer the Worker’s Compensation and Occupational Safety, Health Administration (OSHA) Programs and Liability Insurance Programs.
8. Responsible for coordinating testing of all system Personal Protective Equipment; including grounds, hot sticks, extension sticks, rubber gloves, and other equipment as required.
9. Responsible for supervision of CDL testing; including drug/alcohol tests, driver training and licensing, medical physicals, and other pertinent training. Perform periodical reviews of daily and monthly vehicle reports to ensure compliance with DOT regulations.
10. Responsible for employee safety manuals, specifying safety policies and clarifying regulatory requirements.
11. Responsible for all records relating to the safety program of the cooperative, including maintenance of SDS documentation.
12. Responsible for public safety education.
13. Responsible for hazardous waste management and stays informed of EPA and other agency rules and laws.
14. Administer all Safety Accreditation programs for the cooperative, including annual hearing tests, defensive driving, and First Aid/CPR training.
15. Prepare, coordinate, and test all emergency safety plans for the cooperative including, but not limited to Emergency Operations Plan, Severe Weather Emergency Plan, Fire Safety & Evacuation Plan, etc.
16. Position is subject to being called out after normal hours, typically to provide needed assistance during emergency situations.

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Education and/or Experience:

Associate degree preferred in a related field. Minimum of five years’ professional safety experience or progressively responsible experience in the construction and maintenance of an electric distribution system desired. Certifications in loss control (CLPC) and safety/hazardous materials (CSP/CHMM) strongly desired, or ability to obtain NRECA Loss Control Internship certification within three years.

Abilities and Skills:

1. Knowledge of mitigating accidents real-time (workplace injuries/vehicle accidents) including root cause analysis investigations.
2. In depth working knowledge of Microsoft Excel, Word, and Outlook.
3. Must be able to communicate in English, both in written and oral forms with the public and co-workers. Must be able to address groups of all ages on safety related issues.
4. Ability to organize work and meet deadlines.
5. Must be able to complete necessary reports with a high degree of accuracy and attention to detail.
6. Must possess a valid Texas Drivers License with good driving record.

Work Environment:

The work conditions are both inside and outside the organization. Must be able to work in all weather conditions, including extreme heat and cold, and during weather emergencies. Physical demands may require some climbing, awkward positions, standing, and walking (both on flat and uneven surfaces). Must be able to lift up to 50 pounds, with frequent lifting and/or carrying of objects weighing up to 20 pounds. Requires finger dexterity, good vision, and hearing. Travel by company vehicle is required. Office equipment used frequently includes personal computers, related software, copier, printers, fax machines, etc. This position is exempt from overtime requirements of the Fair Labor Standards Act and availability for emergencies with irregular hours including nights, weekends, and holidays may be required.