

NAVARRO COUNTY ELECTRIC COOPERATIVE, INC.

SUBJECT: JOB DESCRIPTION MANAGER SAFETY TRAINING & INSPECTIONS

I. OBJECTIVES

To promote the culture of Safety among employees of the Cooperative. To provide safety training for all employees. To secure and monitor inspections of Personal Protective Equipment, vehicle, and construction equipment. To provide training updates and supervise the Cooperative's Apprenticeship Program.

II. RESPONSIBILITIES

- Provide weekly Safety meetings.
- Crew visits on a regular basis.
- Rubber Glove and Sleeve testing.
- Hot stick and hot line tool inspection and testing.
- Maintain Training records file.
- Maintain Inspection records file.
- Maintain records on Apprenticeship Program.
- Random checks on truck & tool inspections.
- Keep abreast of OSHA law and keep the Cooperative in compliance.
- Keep abreast of DOT law and keep the Cooperative in compliance.
- Maintain log of DOT inspections and employee driver's medical cards.
- Keep files on lost, stolen, and damaged equipment.
- Purchase safety related tools and equipment, PPE, and various employee tools and boots.
- Performs other duties as required.

III. RELATIONSHIPS

A. INTERNAL

1. Direct

- a. General Manager/CEO
- b. Manager Construction, Operations, & Maintenance
- c. Superintendent
- d. Manager Administrative Services
- e. Office Manager/CFO
- f. Manager Member Service
- g. Outside Personnel
- h. Inside Personnel

B. EXTERNAL

- a. Texas Electric Cooperative Loss Control
- b. Vendors
- c. Public
- d. Member-Owners

This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The incumbent(s) may be required to perform or assume additional job-related responsibilities other than those stated in this description.

Please send resume and salary history/requirements to Billy Jones, General Manager/CEO, PO Box 616, Corsicana, TX 75151.
You may also contact via email: bjones@navarroec.com.