



DEPARTMENT: Operations
JOB CODE: 31
CLASSIFICATION: Exempt

JOB DESCRIPTION – *Safety Director*

Above all else, members of the management team should engage with and exhibit our Vision, Mission and Values in all they accomplish and communicate on behalf of Southern Public Power District.

VISION STATEMENT:

Powering a brighter future for our customers and communities while supporting public power in Nebraska.

MISSION STATEMENT:

To safely provide our customers with highly reliable and competitively priced electricity, superior customer service and innovative energy solutions.

VALUES STATEMENT:

We value our employee and customer opinions.

We work together to support, trust, and respect each other.

We conduct business in a safe and honest manner.

We do what is right, treat others the way we want to be treated and lead by example.

We strive for excellence.

PRIMARY ROLE

The primary role of the Safety Director is to establish, oversee and uphold proper safety standards and practices to protect the employees of Southern Public Power District and the general public while providing reliable electrical service to our customers.

Assists with the overall maintenance, safety, cleanliness, and appearance of district buildings, grounds and facilities. Takes ownership of assigned building and grounds responsibilities, coordinates necessary repairs or services, and ensures work is completed in a timely and effective manner.

This leadership position shall promote continuous improvement in the safety program by reinforcing accountability, employee engagement, and adhering to the established safety standards, while promoting a positive safety culture at the workplace. The Safety Director is expected to be a visible leader and advocate for safety, while fulfilling their responsibilities.

SUPERVISION

Receives general direction from Southern Public Power District's Manager of Operations.

ESSENTIAL FUNCTIONS

It is critical that the person who holds this position works well with others by demonstrating strong open communication through interpersonal skills such as listening, positivity, peer-employee-customer support, and camaraderie. They would also display high standards of ethical conduct and is widely trusted and viewed as a direct and truthful person. They will serve as a key leader in fostering and advancing a strong, proactive safety culture by setting clear expectations, leading by example, and holding themselves and others accountable. They approach challenges with energy, while maintaining composure and professionalism under pressure.

Safety:

- 1) **Maintains current knowledge of all applicable safety codes as they pertain to the District's operations. Ensures safety practices and programs remain compliant with applicable requirements, including, but not limited to, the National Electric Safety Code, Workmen's Compensation programs, and OSHA rules and regulations.**
 - Coordinate activities with all departments as it relates to safety behavior, equipment or design.
 - Demonstrates exceptional communication skills when addressing large audiences and the Board of Directors.
 - Assists in preparing safety equipment and design specifications of fleet vehicles.
 - Responsible for ensuring operations employees are properly equipped with required tools and personal protective equipment (PPE), including inventory, stocking and availability.
 - Maintains all records relating to employee participation in safety and compliance training.
 - Develops and manages an Emergency Action Plan for all District facilities.
 - Serves as primary contact for project site injury and incident notification.
 - Conducts thorough accident investigations involving employees, contractors, public, District vehicles and District equipment.
 - Manages the budget for safety items and training

Supervise/Training

- 2) **Plans, conducts, supervises, and evaluates ongoing safety program and related training**
 - Prepares documents and reports information from safety meetings, audits and inspections to ensure compliance, evaluate performance, identify corrective action and implement follow-up assessments.
 - Conducts orientation training for all new employees in safety policies, procedures and regulations. Sees that required safety training is completed.
 - Organizes and schedules training programs for CPR, first aid and hazard communication for the employees of the District.
 - Actively promotes electrical safety to our employees, customers, and key accounts
 - Highly involved with promoting and presenting the hot-line demonstration trailer
 - Prepares and administers safety programs and policies for the District.
 - Reports evaluation information to presenters, requests and follows-up on improvements.

Compliance

- 3) **Administers employee compliance programs including:**
 - Employee drug and alcohol program
 - Rubber glove and rubber goods testing program
 - Lead our Rural Electric Safety Achievement Program (RESAP) Program

- Provides information to customers and the public concerning electrical safety
- Serves as the facilitator of the Safety Council
- Keeps informed about safety trends and compliance by attending conferences and participating in local and state safety organizations.
- Manage regulatory compliance with all agencies as necessary.
- Comply with all District policies, procedures, goals and objectives.
- Assists with the annual loss control analysis with Federated Insurance
- Apprenticeship testing and training program for apprentice line workers.
- DOT licensing and DOT physical examination program for operations employees.

4) Accident and Loss Prevention

- Coordinates site inspection of line crews, field personnel and office personnel to assure compliance with safe working procedures.
- Inspects warehouses, offices, storage yards and substations to determine that they are maintained in a safe and orderly manner.
- When unsafe acts or conditions are observed, makes recommendations for prevention of future occurrences and provides follow-up and feedback.
- Monitors existing safety policies, programs and procedures
- Makes recommendations for changes or additional training
- Prepares monthly safety activities and reports for the Board of Directors
- Active participation within NREA Safety Program
- Conducts safety orientation for Contractors
- Files appropriate claims and reports for insurance, compliance, and records as required by law and District policy .
- Assists supervisors in assuring appropriate accident forms are completed and filed.
- Keeps the management staff informed of all accidents
- Has the authority to stop work for unsafe working conditions

AS A KEY EMPLOYEE

As a key employee to the well-being of employees, position is considered an on-call employee in the event of serious accidents involving damage and/or injury.

Nurtures a positive working environment by demonstrating desired employee behavior and coaching employees to exhibit desired behaviors.

Maintains effective internal and external relationships to enhance collaboration, productivity, and a positive and supportive work environment.

QUALIFICATIONS

- Demonstrates a strong passion for achieving measurable results and building an exceptional safety program and culture that protects employees, customers, and the general public.
- Ability to maintain confidential information, in particular protected health information (HIPAA), and business information confidential.
- Ability to manage multiple deadlines and priorities simultaneously.
- Proficient in Microsoft Office, primarily Excel and Word
- Excellent communication skills both oral and written
- Strong critical thinking, planning and organizational skills.
- Ability to work independently.

EDUCATION, EXPERIENCE AND SKILL SET

Education and Experience:

- High School diploma and an Associates Degree is preferred in related field.
- Five or more years' experience in the utility industry with emphasis on line worker safety training is desirable.
- Equivalent combinations of education, professional certifications, and related work experience will be considered.
- NRECA's Certified Loss Control Professional Program (CLCP) Must be willing to complete within three years of hire date

Skill Set:

- Maintains effective internal and external relationships to enhance collaboration, productivity, and a positive and supportive work environment.
- Must be proficient in use of electronic communication, such as the internet Windows, Google platform, Excel software and adaptable to evolving communication and reporting systems.
- Must be able to present clear and transparent view of past and present business trends through visual and oral presentation to the board of directors, employees, and the public.
- Must be able to communicate with individuals, small and large groups.
- Utilizes various resources to stay educated about safety and regulatory areas within the industry
- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Must be able to use office equipment such as a computer, printer and copier.

PHYSICAL REQUIREMENTS

Activity:

- Sitting
- Standing
- Ambulating
- Ability to climb ladders
- Ability to work around energized electrical equipment
- Ability to work outdoors in adverse weather conditions
- Driving distances of 200+ miles
- Moving equipment, lifting 50 lbs. occasionally and 25 lbs. frequently
- Traveling within the District as necessary

Work Location

Southern Public Power District Headquarters Grand Island, Nebraska

Compensation

Highly competitive wage and benefit package, including health insurance, HSA contribution, RS Plan, and generous vacation plan.

General Clause: This job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Management reserves the right to modify duties as business needs require.

To Apply: Interested applicants should send a resume to hr@southernpd.net.