



# Job Posting

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**POSITION:** Director of Safety & Loss Control

**DATE:** October 8, 2018

**REPORTS TO:** General Manager

**LOCATION:** Oklahoma City, Oklahoma

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Effective immediately the position of **Director of Safety & Loss Control** is open for placement.

**SUMMARY:** Oklahoma Association of Electric Cooperatives (OAEAC) is seeking a candidate for the position of Director of Safety & Loss Control. The Safety & Loss Control Director shall plan, direct, and coordinate all activities of the Safety & Loss Control Department. This position will supervise two (2) Safety & Loss Control instructors, one (1) Self-Insured Fund (SIF) contract inspector and one (1) administrative assistant. The Director must work with system personnel to provide safety and training programs that contribute to a safe work environment and more efficient performance by employees on the job. The Director shall be responsible for acquisition and coordination of emergency assistance in time of disasters. Send resume and references by November 1 to: **OAEAC, Attention: Kirbi Mills, PO Box 54309, Oklahoma City, OK 73154** or email them to [kmills@oaec.coop](mailto:kmills@oaec.coop)

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for overall direction of Safety & Loss Control department
- Responsible for preparing and submitting the department's annual Program of Work and Budget to the Safety & Loss Control Committee for approval
- Plan and coordinate planning seminars such as Lineman Training Schools, Safety Coordinator Conference, Staking Schools, National Electrical Safety Code seminars and any other training seminars as needed
- Review and direct monthly system safety meeting schedules
- Responsible for acquisition and coordination of emergency assistance in time of disasters, 24 hours a day, 365 days a year
- Work with system personnel to provide safety & training programs that contribute to a safe work environment and more efficient performance by employees on the job
- Maintain an excellent working relationship with Occupational Safety and Health Administration (OSHA) and other State regulatory agencies, as well as other Statewide Associations
- Directly supervise two (2) Safety & Loss Control instructors, one (1) Self-Insured Fund (SIF) contract inspector and one (1) administrative assistant
- Plan, write, organize and teach electric distribution subjects and regulatory compliance to member cooperative personnel
- Conduct, as well as review, safety audits on member cooperative crews and facilities and report results to proper personnel
- Serve as Rural Electric Safety Achievement Program (RESAP) Area Administrator for the National Rural Electric Cooperative Association (NRECA) program. Schedule and conduct all RESAP inspections and provide any needed support to member systems

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skills, abilities and behaviors required of this position.

**Education:**

- Associate Degree in Business or technical field, and/or equivalent combination of education and/or experience
- Journeyman Lineman designation preferred

**Experience:**

- Experience in Utility Safety Training and Education preferred
- Minimum of 5 years of experience as Journeyman Lineman, **or** a minimum of 3 years of experience in a position involving planning and directing safety programs specific to linework, **or** a combination of education and experience providing equivalent knowledge
- Previous crew Foreman preferred

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

- Must be familiar with National Electrical Safety Code, OSHA regulations, and local and state codes
- Must have an effective working knowledge of Cooperative system and service area
- Must have knowledge of the various types of electrical distribution equipment.
- Keep informed and adhere to all OAEC policies and procedures
- Knowledge of laws, codes and rules regarding safety in order to evaluate current and develop new safety programs
- Knowledge of electrical distribution system equipment for ensuring all safety requirements are met
- Knowledge of basic electrical line construction as it interacts with the electrical distribution system to assess safety issues
- Skilled in performing moderately complex mathematical computations for calculating losses and assessing safety program savings
- Skilled in developing and conducting training sessions for cooperative employees
- Ability to assess employee training needs and cooperative work environments for safety requirements
- Ability to remain current on and interpret changing laws and regulations regarding equipment and work environment safety
- Must be able to operate a volt-ohm, amp, rotation, phasing, etc., meters
- Must possess specialized abilities and skills to allow employees to climb poles and work out of aerial devices
- Must have the ability to use office equipment and computers
- Must have good communication skills both verbal and written

**ATTITUDE:** Must believe in, be empathetic with, and be interested in furthering the Cooperative's objectives. Must desire to keep up with current issues facing electric cooperatives and the impact these issues have on the Cooperative, its members and its communities. The understanding and willingness to work irregular hours and under pressure may be necessary. Must be receptive to changes deemed necessary and to suggestions from peers.

**PERSONAL CHARACTERISTICS:** The highest degree of integrity, pleasant disposition, and tact are essential. Must be able to handle a multitude of projects simultaneously without becoming distressed. Must be able to think clearly and remain courteous in stressful situations. Must be able to make decisions in the best interest of the cooperative regardless of the circumstances. Must work independently, exercise sound judgment, and act in accordance with OAEC policies while working to provide excellent customer service.

**WORKING RELATIONSHIPS:** This position must maintain a solid working relationship with the following groups/organizations:

- Internal:
  - OAEC Department Managers
  - OAEC employees
- External:
  - National Utility Training & Safety Education Association (NUTSEA)
  - Rural Electric Safety Achievement Program (RESAP)
  - Southern Area Instructors Association (SAIA)
  - National Rural Electric Cooperative Association (NRECA)
  - Vocational Lineman Schools
  - Other Statewide Associations

**CERTIFICATES, LICENSES, REGISTRATIONS:** Requires a valid driver's license.

**WORK SCHEDULE REQUIREMENTS:** Normally works a weekday schedule but may be required to work on holidays or weekends, and travel on short notice. Frequent overnight travel required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by the candidate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary responsibilities.

- Ability to perform finger and hand manipulation, and perform repetitive motions to use a computer, test equipment and operate hand tools
- Ability to exert up to 100 lbs. of force to move/lift equipment to assess facility locations as needed
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

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*Posting Date: 10/08/2018*

- Ability to operate a vehicle to travel to service sites as part of normal duties in order to conduct training sessions, assess equipment safety and investigate accident sites. The employee must understand the need and be available for in-state and occasional out-of-state travel by automobile.

**WORK ENVIRONMENT:** Most of the normal duties will be performed inside, which will involve almost constant interaction with other employees, but a small amount of work is required outside.