

ELECTRIC SAFETY COORDINATOR

DEFINITION

To plan, organize, coordinate and implement the safety and job related training program/operations within the Electric Utility Department; to provide expertise in program elements for the organization; and to perform a variety of professional and technical level tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Assistant Electric Utility Director, Distribution.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for coordinating and monitoring safety and training; implement policies and procedures.

In coordination with department managers and supervisors, develop and implement a safety and training program by compiling and evaluating accident data, safety regulatory requirements, job content requirements and by performing regular site visits to observe field crews and office workers to determine appropriate related training.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for materials and supplies; monitor and control expenditure.

Research, compile and prepare reports and documentation on program activities; analyze program and develop corrective action, maintain records of findings and corrective actions; prepare periodic status reports.

Coordinate safety training activities in response to management requests and regulatory compliance requirements; arrange for appropriate training to meet identified needs.

Conduct training and/or arrange for outside vendors/consultants; schedule training and document attendance and maintain related records in a training database; perform or participate in safety inspections.

Investigate accidents and analyze review injury/accident reports; prepare recommendations for changes or modifications to work procedures; initiate accident prevention and loss-reduction programs and coordinate with risk management staff as appropriate.

Work with department managers to identify job content required training, certifications, and licenses; monitor employees' progress in acquiring or maintaining such requirements; maintain a schedule for random drug testing and arrange for such testing.

Coordinate with the Outage Review Committee in reviewing reliability and unscheduled power outages; determine if safety practices and/or training issues were involved and make appropriate recommendations on reliability standards and policies and procedures; maintain reliability records and report reliability indices to outside agencies as needed.

Coordinate the Electric Utility Department's safety news letters and activities; and prepare safety information for dissemination to department employees.

Represent function on committees, outside organizations, and at staff subcommittees as necessary; coordinate safety and training activities with other divisions and outside agencies.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of work safety and training.

Equipment, tools and materials used in safety training.

Principles and practices of budget monitoring.

Pertinent local, State and Federal laws, ordinances and rules.

##### Ability to:

Organize, implement and direct safety and job related training program activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently walk, stand, kneel, climb, and bend while conducting training or inspecting field sites; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Interpret and explain pertinent regulatory requirements and department policies and procedures.

Prepare and make effective training presentations, both formally and informally.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Three years of increasingly responsible experience in work safety and training, preferably in an electric utility.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in occupational health and safety, industrial hygiene or a closely related field.

### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Electric Safety Coordinator

- 4 -

08-15-09	Electric Safety Coordinator
07-01-04	Safety Reliability Supervisor