POSITION DESCRIPTION
Safety and Training Specialist

JOB TITLE: Safety and Training Specialist  DIVISION: Eastern and Western
REPORTS TO: Safety/Training Superintendent  DEPARTMENT: Operations
EFFECTIVE DATE: December 2015

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

SUMMARY:
This position is responsible for ensuring all employees are trained in Riviera’s Safety and Risk Management policies and that all employees adhere to the policies and procedures. This position is responsible for planning, directing, and coordinating the comprehensive safety and training programs for Riviera Utilities to minimize risks, promote a healthy work environment, ensure proper instruction, and support the mission and goals of the utility, and ensure compliance with all local, state, and federal laws, rules and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Review and evaluate new products, methods, policies, and procedures related to the electrical Public Power industry as well as gas, water, wastewater and cable TV systems.

2. Provides assistance as required to internal Riviera engineering, consulting engineers and others who are engaged in the planning and design of Riviera’s electric, gas, water, wastewater and cable TV systems.

3. Develops and manages a comprehensive safety program for the Operations Department. Researches safety issues pertinent to the department to create safety training to its needs. Develops and conducts safety meetings at regular scheduled time intervals. Locates training providers, resources, and technical training materials, and schedules safety training. Reviews and analyzes training offerings, attendance, and feedback.

4. Manages regular meetings with the Department Safety Committee to review incidents, injuries, and near misses. Selects prospective safety committee members from the various departments within the Operations Department.
5. Inspects and observes equipment, facilities, and work habits of field crews to detect existing or potential accident and health hazards. Responds to complaints of unsafe conditions and evaluates the conditions. Recommends corrective or preventative measures where indicated, develops new policies and protocols to address issues, and coordinates with employees and supervisors to find solutions.

6. Analyzes worker’s compensation incident and injury data reports from Compliance and Risk Supervisor to identify trends, problems, and areas of improvement. Collects information from employees and supervisors on incidents and identifies ways to avoid them in the future.

7. Work with departmental supervisors and others to develop and implement policies, practices, and training programs to meet the best industry practices for safety, communication, leadership, problem solving, and technical proficiency.

8. Investigates accidents and injuries to identify causes and circumstances. Recommends corrective, preventative, or punitive measures where indicated. Using results from such investigation, cooperates in the preparation of material and evidence for use in hearings, law suits and insurance investigations. Must be able to testify at hearings or court proceedings, as needed.

9. Attends conferences, reads technical and professional journals to stay current on developments, methods, and techniques in the training and safety fields.

10. Assists in the area of training for all Riviera employees. Researches training needs and aligns with the mission and goals of Riviera. Reviews and analyzes training offerings, attendance, and feedback.

11. Assists in the specification, ordering and maintaining of Riviera’s PPE and uniforms for all departments.

**Knowledge, Skills, and Abilities:**

1. Knowledge of transmission and distribution materials related to the construction and maintenance of utility electrical power systems.

2. Knowledge of utility construction and OSHA requirements associated with the installation and operation of all utility systems.
3. Knowledge of computer applications such as spreadsheets, word processing and database applications.

4. Knowledge of Riviera policies, procedures, and organizational structure.

5. Knowledge of leadership principles and practices such as: authenticity, integrity, humility, motivation, communication, service, influence, recognition, collaboration, and innovation.

6. Knowledge of personnel management concepts such as leadership, motivation, communication, performance management, evaluation, goal setting, strategy development, and ethics.

7. Skill in written and verbal communication including interpersonal skills required to develop plans, gather information, complete reports, solve problems, and lead employees.

8. Skill in managing projects and people.

9. Ability to plan, prioritize and handle multiple tasks at the same time.

10. Ability to establish and maintain effective working relationships with the public, employees, and contract personnel.

11. Ability to define problems, collect data, establish facts and draw valid conclusions.

12. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

13. Stay abreast of the laws, rules and regulations that affect the various departments and recommend action to insure compliance.

14. Ability to deal with people beyond giving and receiving instructions such as in a team, supervisory, subordinate, or counseling situation.

15. Ability to speak effectively to present information and respond to questions from groups, of managers, employees, customers and the general public with confidence.
16. Ability to listen to others, obtain information, identify issues, and respond in a professional and positive manner.

17. Ability to analyze data and reports, conduct research, and develop solutions. This includes being able to analyze information about work processes to ensure the most efficient and effective resolutions to issues.

18. Ability to gather and understand technical information from a variety of sources in order to make purchasing decisions, respond to incidents, plan for safety instruction, provide guidance and solutions to employees.

19. Ability to work with individuals of all backgrounds and temperaments under different and sometimes difficult circumstances to resolve problems and plan for improvements.

20. Ability to have regular and predictable attendance at work.

**Work Environment/Physical Demands:**

1. Normal office working conditions and work outside in a variety of weather conditions.

2. Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds such as notebooks, small hand tools, and test or measurement equipment.

3. Walking and standing as required.

4. After hours work as needed.

**Minimum Qualifications:**

1. High school Diploma with a minimum of seven years’ experience in the safe construction and operation of utility systems. Desired experience may be in electric, water, waste water, gas, or cable systems depending on the needs of the specific position.

   Experience in safety training, safety inspections, or managing a safety program or bachelor’s degree from an accredited four-year college or university in occupational or environmental safety and health or related will also be considered and may substitute for some of the required experience.

2. Designation as a Certified Safety Professional (CSP), Certified Utility Safety Professional (CUSP), or Certified Safety Coordinator (CSC) is desired but not
necessary at hire. The individual selected will be required to achieve one of these designations within 2 years of hire.

3. Must possess or be able to obtain a valid driver’s license within 60 days of employment.