POSITION DESCRIPTION
SAFETY/TRAINING SUPERINTENDENT

JOB TITLE: Safety/Training Superintendent
DIVISION: Eastern

REPORTS TO: Assistant General Manager
DEPARTMENT: Administrative Services

EFFECTIVE DATE: June 2013

SUMMARY:
Plan, direct and coordinate comprehensive safety and training programs for each department to minimize risks, promote a healthy work environment, ensure proper instruction, and support the mission and goals of the utility. Work with departmental supervisors and others to develop and implement policies, practices, and training programs to meet the best industry practices for safety, risk management, communication, leadership, problem solving, and technical proficiency. Ensures that policies and programs comply with all local, state, and federal laws, rules and regulations.

Essential Duties and Responsibilities:
1. Develops and manages a comprehensive training program. Researches training needs and aligns with the mission and goals of Riviera. Develops, schedules, and presents training programs as well as locates training providers and resources.

   Reviews and analyzes training offerings, attendance, and feedback. Updates training offerings and opportunities as laws and policies change and when new techniques or practices are introduced.

2. Develops and manages a comprehensive safety program. Researches safety issues pertinent to each department to create safety training appropriate to their needs. Develops and conducts safety meetings with each department at regularly scheduled time intervals. Locates training providers, resources, and technical training materials and schedules safety training. Reviews and analyzes training offerings, attendance, and feedback.

   Manages regular meetings with the Safety Committee to review incidents, injuries, and near misses. Implements a Safety Incentive Program. Disseminates safety and environmental information to all departments. Locates and provides a variety of safety training materials and formats (ex: handbooks, demonstration models, multimedia visual aids, tutorials, DVDs, and reference books) and maintains a reference library. Develops and maintains hygiene programs such as noise surveys, air sampling, ventilation surveys, and MSDS reviews.

3. Manages all drug testing programs to ensure compliance with all Federal, State and local regulations. Additionally, manages the drug testing program to include training new hires on the drug testing programs and ensuring annual training is provided to
all employees and supervisors. Coordinates with medical facility to collect samples for drug testing program and responds to supervisory concerns of reasonable suspicion with an investigation and coordination with Human Resources.

4. 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.

5. Analyzes worker’s compensation incident and injury data reports from Safety/Risk/Claims Coordinator 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.

6. Investigates accidents, injuries and environmental problems 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 capable of testifying at hearings or court proceedings, as needed.

7. Develops policies and procedures for work situations that promote safety, professionalism, and expertise. Coordinates with supervisors and managers and applies knowledge of insurance laws, risk management, safety, training resources, and research/data collection methods to ensure policies are applicable and compliant.

8. Creates, maintains, reviews, and analyzes databases involving training offered and completed, training needs, injuries, worker’s comp case management incidents, environmental problems, and other issues. Generates reports and graphs to submit to managers, administrators, and other local, state and/or federal authorities.

9. Oversees the administration of the Worker’s Compensation program and works closely with the Coordinator to stay current on cases. Works with the insurance carrier and employees to reduce lost employee time and unjust claims.

10. Oversees the Risk/Loss Management and Assists the Coordinator with difficult or potentially dangerous customer service issues or theft of service complaints. Assists with PCB sample collection as needed.

11. Supervises and oversees the daily operations of the Line Locate Department.

12. Represents Riviera in community or industry safety groups and programs, including preparation of safety exhibits and material for display, promotional work, community events, civic organizations, industry conferences and exhibitions.

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

14. Supervises the Coordinator in the administration of the safety/risk/claims
management activities and functions and ensures compliance in carrying out Riviera’s goals and objectives.

15. Assist other departments as requested or required and performs other work related duties as assigned.

Knowledge, Skills, and Abilities:
1. Knowledge of industry safety/risk management standards applicable to Riviera.
2. Knowledge of leadership principles and practices such as: authenticity, integrity, humility, motivation, communication, service, influence, recognition, collaboration, and innovation.
3. Knowledge of personnel management concepts such as leadership, motivation, communication, performance management, evaluation, goal setting, strategy development, and ethics.
4. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical solutions.
5. Ability to read, interpret, and explain documents such as government regulations, safety/environmental policies and rules, operating and maintenance instructions, and procedure manuals.
6. Ability to follow through on work assignments, keep records, analyze and evaluate data, make decisions, and present alternative actions and plans.
7. Ability to speak, write, and listen to English clearly to read, analyze and interpret business, technical, and governmental documents; write reports, policies, correspondence, and manuals with correct punctuation, spelling, and grammar; and present information to individuals and groups with poise and accuracy.
8. Ability to use personal judgment and specialized knowledge to give information to people.
9. Ability to multi-task, change easily and frequently from one activity to another.
10. Ability to drive a vehicle carefully and within legal restrictions.
11. Ability to stay attentive to responsibilities, accept and execute all work assignments, including trivial and mundane tasks.
12. Ability to gather, collate, and classify information, define problems, establish facts and draw valid conclusions.
13. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
14. Ability to effectively coordinate available resources (people, supplies, funds, and equipment) to meet the needs of Riviera customers and employees.
15. Ability to have regular and predictable work attendance.
16. Skill in oral, written, and interpersonal communication in a variety of settings and with different people to make presentations, conduct training, resolve problems, and investigate incidents in a courteous and professional manner.

Work Environment/Physical Demands:
1. 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. Walking and standing are required constantly, as well as driving a
number of different vehicles, with both standard and automatic transmissions. Reaching, handling, fingerling, feeling, seeing, and kneeling are also required.

2. Activities occur inside and outside in approximately equal amounts. May require exposure to severe weather and extreme hazardous conditions in emergency situations.

Minimum Qualifications:
Bachelor’s degree from an accredited four-year college or university OR Associate degree (2 year) in Safety, Health or the Environment plus a minimum of three years of acceptable professional experience with emphasis in safety, risk management and training OR an acceptable combination of education and experience.

Position requires experience and training in leading and managing others. Ongoing training and education is required for positions requiring employee management.

Appropriate and current documentation to substantiate education, experience and training will be required.

Special Requirements:
Designation as a Certified Safety Professional (CSP) is desired but not necessary at hire. The individual selected will be required to achieve this designation within 2 years of hire.

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