



# INTERCOUNTY ELECTRIC COOPERATIVE ASSOCIATION

Your Touchstone Energy® Cooperative



**Title:** Director of Safety-Loss Prevention & Facilities  
**Grade:** 15  
**Position Code(s):** 017-001  
**Department:** Safety and Loss Prevention  
**Status:** Full Time  
**Exemption Status:** Exempt  
**Reports To:** Chief Executive Officer  
**Supervisory Responsibility** Lead Facility Maintenance  
**Work Location:** Cooperative Headquarters – Licking  
**Effective Date:** April 1, 2024  
**Last updated** January 1, 2024

**General Summary:** Under the direction of the Chief Executive Officer (CEO), the Director of Safety-Loss Prevention is responsible for developing, implementing, and monitoring Cooperative-Wide employee safety, and risk management programs. Direct the custodian/Facilities Maintenance Staff.

**Essential Job Functions:** *The following job functions are typical for this classification. Incumbents may not routinely perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Works with CEO to implement a budget for purchases of safety equipment, programs, and training materials,
2. Conducts on-site safety inspections to identify hazards and determine compliance or possible violations of safety codes and regulations. Investigates accidents, workers' compensation claims, and safety and health complaints to determine causes and assure corrective action is taken for hazards and unsafe environmental conditions. Applies hazard reduction techniques, prepares reports of violations and infractions including code citations. Develops safety inspection procedures and schedules; recommends actions and techniques to prevent recurrences, and monitors progress and effectiveness of corrective safety measures. Recommends disciplinary action for violations of safety codes and regulations. Position has the authority to close facilities or work sites based on unsafe conditions, safety, and health issues. May schedule and perform or contract maintenance, testing, and inspections of various safety systems related to this position. Maintains all necessary records and files on safety and health training.

3. Maintains full compliance with all DOT requirements, such as CMV files, driver qualification files, and drug and alcohol testing.
4. Provides linemen apprentices related classroom instruction and testing, in addition to on-the-job training.
5. Elevates safety awareness in the Cooperative, serving as a technical expert resource on compliance questions and as a speaker/participant in interdepartmental meetings.
6. Serves as the management representative to the cooperative's Safety Committee. Takes disciplinary action when necessary, in accordance with established guidelines and/or rules.
7. Works in collaboration with HR documenting incidents, return to work for work related injuries, and the administration of the drug and alcohol program.
8. Maintains all record-keeping as it pertains to a safe working environment at the Cooperative.
9. Routinely keeps track of "Near-Misses", and conducts "Near-Miss" training with employees. Takes necessary steps to ensure the Cooperative and Cooperative Employees are following all applicable rules and regulations. Responsible for conducting, scheduling, and implementing safety meetings and training throughout the year.
10. Use journeyman-level skills, and knowledge of electrical distribution system and line work to construct effectively and efficiently and maintain electric distribution lines in training new employees.
11. Is current on EPA, DNR, and OSHA regulations.
12. Manages all new or remodel projects associated with building offices, storage and equipment sheds.
13. Coordinates bidding process on new facilities projects and makes recommendations to management and board of directors when needed.
14. Manage all maintenance associated with the building and grounds of the Cooperative as well as personnel and effectively work with contractors who perform these functions for the Cooperative.
15. Review insurance requirements annually associated with the safety, operations, and maintenance of the Cooperative's lines and facilities and make recommendations for any necessary changes in coverage to the CEO.
16. Performs other related duties as required and/or assigned.

## **Job Requirements:**

### **Education and Experience:**

1. Requires a high school diploma or equivalent.
2. Requires seven years of practical experience in line construction, maintenance, and operations; a minimum of two years as a journeyman lineman. Sixty (60) earned college credit hours from an accredited college or university may substitute for the minimum requirement of two years as a journeyman lineman.
3. In lieu of a completed lineman/apprentice program and CLCP certification a minimum of 5 years of experience will be considered. Requires knowledge and utilization of Microsoft Office software, spreadsheets, mobile devices and familiarly using GIS software, database tables and associated applications.
4. Requires a thorough knowledge of the construction, operation, and maintenance of distribution and transmission lines, and substations. A thorough knowledge of the Rural Utilities Services (RUS) Materials Specifications Construction, National Electrical Safety Code, OSHA regulations, first-aid/CPR and pole top rescue, hand tools, line construction vehicles and equipment, and aerial bucket trucks.

5. Requires successful completion of a pre-employment drug screening.
6. Requires successful completion of a pre-employment physical examination.
7. Requires successful completion of a pre-employment background check.

**Certificates, Licenses, Registrations:**

1. Must have a valid Class A CDL driver's license.
2. Must have completed an approved electrical lineman apprentice program and is qualified as a journeyman lineman.
3. Must obtain the NRECA Certified Loss Control Professional (CLCP) designation within three years of hire date.

**Preferred:**

1. Skills to utilize Microsoft Office and mobile device applications preferred.
2. Previous training experience.
3. Coursework from an accredited college or technical school.

**Skills, Knowledge and Abilities:**

1. Demonstrates the ability to consistently stay up to date on changes in regulations and laws.
2. Demonstrates a passion for continuous learning.
3. Demonstrates the ability to effectively motivate, develop, and train people.
4. Demonstrates expertise in the operation of all hotline tools, power line equipment, including crimpers, saws, tree trimming tools, etc., to operate and maintain electrical system.
5. Demonstrates the ability to effectively motivate, develop, and train people.
6. Demonstrates strong communications skills, an ability to deal effectively with people, extensive problem-solving capability, and good interpersonal skills.
7. Demonstrates the ability to accomplish a variety of projects simultaneously within established deadlines.
8. Demonstrates skills in the utilization of Microsoft Office and mobile device applications.

**Physical Demands:**

1. Ability to lift/carry 10-25 pounds constantly (34%-100% of the time).
2. Ability to lift/carry 10 pounds frequently (34%-66% of the time).
3. Ability to push 25 pounds occasionally.
4. Sufficient physical ability to perform light to moderate lifting; reaching, bending, stooping, kneeling, and crawling; walking, standing and climbing on uneven ground..
5. Ability to see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents to operate equipment, and to perform other duties as assigned.
6. Ability to hear in the normal audio range with or without correction.

**Work Environment:**

1. While performing the duties of this job, the employee will be exposed to outside weather conditions; extreme cold; extreme heat; and the risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate.
2. Job will require occasional overnight travel for training.