



INTERCOUNTY ELECTRIC COOPERATIVE ASSOCIATION

Your Touchstone Energy® Cooperative



Title:	Safety and Loss Control Specialist/Facilities Maintenance
Grade:	12
Department:	Operations – Department 13
Status:	Full Time
Exemption Status:	Non-Exempt (hourly)
Reports To:	Director of Operations
Supervisory Responsibilities:	Facilities Maintenance
Work Location:	Determined by Director of Operations
Effective Date:	April 15, 2023
Replaces (Effective Date):	September 27, 2017

General Summary: Under the general supervision of the Director of Operations, the Safety and Loss Control Specialist is responsible for developing, implementing, and monitoring Cooperative-wide employee safety and risk management programs.

Essential Job Functions: *The following job functions are typical for this classification. Incumbents may not 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. 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. The position has the authority to close facilities or work sites based on unsafe conditions.
2. Develops, recommends, implements, monitors, and interprets safety policies and procedures to ensure compliance with federal, state, and related policies such as OSHA, FMCSA, EPA, ADA, state and federal DOT, MECIP, NESC and IECA. Responsible for the design and implementation of plans for a reduction of losses due to unsafe working conditions. Coordinates and presents workshops on

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 to 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. Works in collaboration with HR in documenting incidents, return to work for work related injuries, and the administration of the drug and alcohol program.
7. Assists in the development and administration of the annual safety budget.
8. Maintains all record-keeping as it pertains to a safe working environment at the Cooperative. Routinely keeps track of "Near-Misses", and conducts "Near-Miss" training with employees. Takes necessary step to ensure the Cooperative and Cooperative Employees are in compliance with all applicable rules and regulations. Responsible for conducting, scheduling and implementing safety meetings and training throughout the year.
9. Is current on EPA, DNR, and OSHA regulations.
10. Manages all new remodel projects associated with building offices, storage and equipment sheds.
11. Coordinates the bidding process on new facilities and makes recommendations to management and board of directors when needed.
12. Manage all maintenance associated with the building grounds of the Cooperative as well as personnel and effectively work with contactors who perform these functions for the Cooperative.
13. 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.
14. Use journeyman-level skills and knowledge of electrical distribution system and line work to effectively and efficiently construct and maintain electric distribution lines.
15. Serves on the on-call rotation within the district.
16. Performs other related duties as required.

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.

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.

Knowledge, Skills 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. Employee lifts/carries 96 pounds occasionally (less than 33% of the time or 1-100 times per day).
2. Employee lifts/carries 50 pounds frequently (34%-66% of the time or 100-500 times per day).
3. Employee lifts/carries 23 pounds constantly (67%-100% of the time or over 500 times per day).
4. Employees' position requires pushing a maximum force of 70 pounds.
5. Employee position requires pulling a maximum fore of 88 pounds.
6. 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.
7. Ability to hear in the normal audio range with or without correction.

Work Environment:

1. While performing the duties of this job, the employee is regularly exposed to outside weather conditions; moving mechanical parts; high, precarious places; 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 requires significant physical stamina and endurance.
3. Job will require on-call, standby, and overtime work.
4. Job will require occasional overnight travel for training.