JOB DESCRIPTION FORM

Division/Department	Corporate Services
Location	Columbus General Office
Job Title	Supervisor of Safety and Training
Reports to	Vice President of Corporate Services

Level/Grade 11M	Type of position:	Hours_____ / week
Job Code 89	☒ Full-time	☒ Exempt
	☐ Part-time	☐ Nonexempt

POSITION DESCRIPTION

The Supervisor of Safety and Training serves as the safety director for the entire District. His/her role includes planning, developing, implementing and evaluating all activity and events pertaining to the safety and health of the organization and its employees. The Supervisor is accountable for ensuring that all work operations and environmental conditions are designed to function in such a way that employee health promotion and safe work conditions continually exist. Prevention strategies are used with the goal of eliminating, where possible, or at least minimizing, any job-related accidents, personal injuries and/or illness among employees. Continuous attention to training and instructing employees on health and safety measures is a prime role.

EDUCATION AND EXPERIENCE

- High school degree or equivalent education
- At least two years of college education or the equivalent through vocational technical or correspondence schools
- At least 4 years work experience in the operating and/or field engineering areas of an electric utility or related business
- Maintain a valid Nebraska driver's license and company vehicle insurability

ESSENTIAL JOB FUNCTIONS

- Formulate and direct a successful safety program to provide a safe and healthy work environment for all District employees, customers and the general public
- Comply with all Federal, State, and local laws when administering the District's safety program
- Develop, recommend, administer and lead the enforcement of training policies and practices for all phases of the District's operations
- Coordinate arrangements for personnel to attend applicable training events outside the District
- Research, select, and/or recommend the type of safety training equipment, materials and supplies to be purchased and used by the District
- Administer all joint Pole Agreements with other utilities
- Maintain currency and security of all records and safety permits required by government agencies regarding toxic substances and hazardous materials
- Review and report on State and Federal environmental laws to determine the significance of the laws on District operation
- Plan, develop, and facilitate monthly meetings devoted to safety and health; plan, develop and present relevant safety information at each meeting to ensure that all employees have been fully informed and/or trained on safe operating procedures
- Provide regularly scheduled mandatory training on selected topics, e.g., CPR, Basic First-Aid, blood-born pathogens, dynamite use, bucket truck and pole top rescue off hooks, equipment operator exams, journeyman lineman exams, new employee safety orientation, regulatory updates, etc.
- Lead investigations of all property damage claims and personal injury accidents; prepare documentation, and file appropriate reports on the investigation results; report results to appropriate authorities
- Arrange for DOT Drug and Alcohol testing for District employees on a quarterly basis
- Continually update and ensure accuracy of all workers' compensation records; report all District worker compensation cases to appropriate state and legal authorities on regular basis
- Coordinate the District's EAP program and maintain currency of employee records and program reports
- Develop relevant safety training programs and arrange in-house workshops for District personnel that will improve significantly their knowledge and skills
- Maintain order and currency of employee training records; submit training outcomes to appropriate representatives
- Obtain necessary permits for the District to purchase, store and use explosives
- Perform annual inspection of District's recreation equipment and areas with District's insurance carrier
- Prepare annual operational budget to support all health and safety training efforts
- Perform the necessary fieldwork for approving joint pole applications and make all joint pole inventories as required by agreements with other utilities
- Assess the need for amount and type of employee protection equipment, e.g., safety glasses, safety shoes, hearing protection, etc.; prepare work orders for purchase of equipment as well as for equipment needed for safety training workshops

NON-ESSENTIAL JOB FUNCTIONS

- Plan, develop and conduct the District's employee wellness program
- Plan, coordinate and conduct annual Staff/Supervisors and Office Skills workshops
- Provide input of information, assist and lead General Safety Committee meetings
- Provide assistance as responsibility permits to businesses in the District service area that request knowledge of safety programs and/or pertinent safety information
- Plan, develop, and conduct training on electrical safety for fire departments and local businesses in Northeastern Nebraska communities
- Promote safety
- Attend all safety meetings and serve on committees as requested
- Perform other duties assigned

WORK ENVIRONMENT

- Occasional atypical work schedule primarily due to evening and/or weekend community presentations and/or training workshops; occasional accompaniment of storm crews
- High need for maintaining strict confidentiality of all District information
- High proficiency with personal computer and typical business office machines; some safety equipment
- Frequent travel associated with fieldwork duties, community service obligations, and community committee work
- High skill level needed to review engineering standards from a safety perspective
- High proficiency in designing and delivering relevant and stimulating training programs that inspire employee commitment to adhere to safe work habits and approaches.
- Strong interpersonal communication and oral presentation skills for working with a diverse workforce and broad range of learning styles

PHYSICAL ACTIVITY REQUIRED

LIFTING	Never	Occ	Freq	Cont
10 lbs			x	
11-15 lbs			x	
26-50 lbs			x	
51-75 lbs			x	
76-100 lbs		x		
+100 lbs		x		

SEEING	Never	Occ	Freq	Cont
Near Vision			x	
Far Vision			x	
Color Vision			x	

VERBAL COMMUNICATION			x	

REACHING	Never	Occ	Freq	Cont
Out			x	
Overhead			x	
Low (below knees)		x		

CLIMBING	Never	Occ	Freq	Cont
Stairs			x	
Ladder		x		
Other		x		

AGILITY	Never	Occ	Freq	Cont
Balancing			x	
Bending Over			x	
Carrying			x	
Crawling		x		
Eye/Hand/Foot Coordination			x	
Grasping			x	
Kneeling		x		
Pulling			x	
Pushing			x	
Sitting			x	
Standing			x	

REVIEWED BY	TODD DUREN	*Title*	V.P. OF CORPORATE SERVICES
APPROVED BY	NEAL SUESS	*Title*	President/CEO
DATE APPROVED	JULY 31, 2008		
REVISED DATE	12/18/2025		