

**Title:** Manager of Safety and Training

**PG:** 60

**Status:** Non Civil Service

**Position Reports to:** Associate General Manager—General Services

**Department:** Lakeland Electric

**Class Code:** 2228

**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is a highly responsible management position responsible for providing direction and leadership to the department in developing, maintaining, planning, tracking, and recording activities related to training and job safety within the electric department; to establish and maintain adherence to all applicable local, state and federal safety requirements; and to establish training programs which enhance job performance. It is also responsible for the development and oversight of training on best practices, procedures, and techniques necessary for the best-quality and safe completion of assigned work by the department's employees.

**ESSENTIAL FUNCTIONS:**

1. Manages and supervises assigned employees to include selection, development/training, assigning and monitoring work, performance management, recognizing and rewarding performance and issue resolution, in accordance with policies and laws.
2. Participates in processes to plan, develop, and establish effective standards, materials, processes, goals, and performance measures relating to the safety and training of all Lakeland Electric employees.
3. Oversees and coordinates the evaluation, planning, scheduling, conducting, and reporting of all departmental training and safety programs.
4. Supervises assigned employees responsible for the evaluation and delivery of technical training, to include Production, Delivery, Customer Services and all Safety training in cooperation with the City's Risk Management Department.
5. Confers with operations managers to formulate and maintain safety and technical training programs.
6. Develops, implements, coordinates and supervises department-wide safety and training activities.
7. Coordinates evacuation drills and related training with Facilities and Maintenance and Risk Management.
8. Assists Risk Management Safety personnel in performing comprehensive accident investigations for cause and prevention analysis and detailed reporting.
9. Prepares and recommends budgets needed for training and qualification requirements of the department's employees. Recommends annual budgets, manpower plans, and staffing levels needed to carry out operating responsibilities.
10. Develops and institutes policies, methods and procedures which result in incident-free execution of the required work activity and which is in compliance with applicable laws and regulations.
11. Establishes and reviews management reports regarding effective employee work process qualification and performance.
12. Represents the utility in meetings with other utilities and keeps the utility informed on state and national issues which could affect the practices of the utility.
13. Serves as the liaison with Risk Management's Safety Officer to ensure the development and implementation of an adequate employee safety training program in all areas within the department.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

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**KNOWLEDGE, SKILLS & ABILITIES:**

1. Extensive knowledge of current skills training techniques, work force computer assisted training, management systems, and their applications.
2. Knowledge of local, state and federal regulations pertaining to safety, training, and applicable licensing requirements; industry best practices for job safety; adult learning theory; education and training processes and available resources.
3. Knowledge of public safety concerns and occupational hazards associated with the functions of an electric utility.
4. Ability to establish and maintain effective customer relations and address customer related issues in a positive manner and to convey such behavior to persons being trained.
5. Ability to communicate effectively both verbally and in writing and maintain effective organization skills.
6. Ability to analyze information and evaluate results to choose the best solution and solve problems.
7. Ability to monitor and review information from materials, events or the environment to detect or assess problems.
8. Ability to develop goals and plans to prioritize, organize and accomplish work.
9. Ability to establish and maintain effective working relationships with supervisors, co-workers, skilled and semi-skilled employees, other City employees and the general public and to provide leadership to contribute to a working environment that will instill employee pride, morale and commitment to service excellence.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires mostly sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations with occasional heavy strenuous work (exerting up to 51 pounds of force) in demonstrating work techniques.

The job risks no significant environmental hazards and bright/dim light and cold/hot climatic conditions.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited college or university with a four (4) year degree in education with a teaching certificate preferred.
2. Five (5) years management experience in a safety and/or training position with an electric utility.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specified requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid contact phone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.
4. Must be able to respond to accident scenes.