

**Title:** Safety and Training Specialist  
**PG:** 58  
**Status:** Civil Service  
**Position Reports to:** AGM General Services  
**Department:** Lakeland Electric

**Class Code:** 2246  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is specialized work in the training and development of Electric Department employees. Work involves the development, delivery, and maintenance of technical, job specific, or utility specific technical and safety training and development activities. Work is reviewed by the manager. Performance is evaluated to insure quality, accuracy, completeness, and effectiveness.

**ESSENTIAL FUNCTIONS:**

1. Consults with managers, supervisors and other employees to analyze training needs and areas for performance improvement.
2. Designs courses and other activities for the purpose of developing employees' skills and compliance with federal guidelines.
3. Develops or modifies training materials for classes and self-study.
4. Instructs Operations employees using specialized equipment and programs, such as the operations simulator, forklift, backhoe, mobile crane & rigging and i-learning portals used for Units 2, 3, and 8 employees.
5. Prepares and maintains training records.
6. Ensures all plant operations employees understand the applicable local, state and federal safety laws and regulations pertaining to power plant operations and Public Safety Management.
7. Coordinates the Emergency Response Team training, drills and safety equipment maintenance.
8. Develops processes used to measure technical and safety knowledge, skills and abilities required to perform various technical jobs for job applicants, trainees and experienced employees.

**ADDITIONAL RESPONSIBILITIES:**

1. Maintains technical proficiency and certifications where required through active participation in fieldwork and attending certification training.
2. Documents technical operating procedures.
3. Performs related work as required.

**SUPERVISORY RESPONSIBILITIES:**

1. Functions as a "lead" role, assigning, instructing and checking the work of other employees.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of adult learning concepts and human behavior.
2. Knowledge of state and federal safety laws and regulations with ability to interpret, apply and teach them to plant operations employees.
3. Knowledge of power plant equipment functions and safe guard procedures for the purpose of training plant operations personnel.
4. Knowledge of safety and health hazards and of applicable safety precautions and first aid practices.
5. Knowledge of forklift, backhoe, mobile crane and rigging operations and techniques and ability to instruct others on their safe operation.
6. Skill in researching, collecting and interpreting data, and needs analysis.

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7. Skill in the basic use of computers, audio-visual equipment, and other tools as appropriate, with the ability to learn more advanced techniques of specific equipment and software packages.
8. Ability to communicate effectively both verbally and in writing, including making presentations to groups.
9. Ability to think logically and creatively.
10. Ability to establish and maintain effective relationships with supervisor, co-workers, other City employees, and the general public.
11. Ability to physically perform the tasks involved in setting up the learning environment, demonstrating the tasks to be learned, and assisting learners as needed.
12. Ability to use self-contained breathing apparatus and instruct others on its use.
13. Ability to safely enter and perform ERT duties within hazardous conditions.
14. Ability/willingness to perform work safely and to report unsafe practices/situations to the appropriate supervisor.
15. Ability/willingness to perform work to support the vision, mission, values and goals of the department.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires manual work that involves walking or standing some of the time, exerting up to 100 pounds of force on an occasional basis, routine keyboard operations. The job risks exposure to electrical hazards, bending, stooping, traffic, adverse weather conditions, extreme variations in temperature, dust, pollen, heights and bright/dim light. The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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

1. Graduation from an accredited four (4) year college or university with major course work in adult education, training, organization development or industrial psychology OR ten (10) years of experience in the technical area for which the incumbent will provide training services.
2. Minimum of two (2) years of experience in Safety and Safety Training Programs.
3. An equivalent combination of education and experience that is directly related to the specific requirements of the incumbent's training assignment may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must maintain City driving privileges/valid Florida driver's license.
2. Must maintain a valid contact phone number.
3. Must be able to be respirator fit and physically qualified
4. Required to pass and maintain qualification for:
  - a. Blood borne Pathogen Instructor
  - b. First Aid/CPR Instructor Certification
  - d. Completion of 24-hour Confined Space Certification
  - e. Process Safety Management Certification
  - f. First Responder Certification
  - g. Process Safety Management Certification
5. 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.