

Title: Supervisor of ED Safety & Training
PG: 65
Status: Non Civil Service
Position Reports to: Energy Delivery Business Unit Director
Department: Lakeland Electric

Class Code: 2197
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

The Supervisor of Energy Delivery Safety and Training is responsible for the development and oversight of the best practices, procedures, and techniques necessary for the best-quality completion of assigned work activity for the business unit's operating employees.

ESSENTIAL FUNCTIONS:

1. Participates in the business unit processes to plan, develop, and establish effective construction standards, materials, processes, goals, and performance measures relating to the construction, maintenance, and operation of the electric system.
2. Oversees and coordinates the planning, scheduling, conducting, and evaluating of qualification and performance training of apprentice and post apprentice operating employees.
3. Supervises assigned employees responsible for training and evaluating business unit operating employees for demonstrated conformance qualification and high-performance work activity.
4. Conducts Energy Delivery jobsite inspections for conformance to safe work procedures and as supportive research for determining improvements.
5. Leads and performs comprehensive accident investigations with cause and prevention analysis and detailed reporting.
6. Prepares and recommends budgets needed for training and qualification requirements of the business units operating employees.
7. Maintains a superior knowledge of work methods and practices necessary for the effective performance of the required work. 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.
8. Establishes and reviews management reports regarding effective employee work process qualification and performance.
9. Recommends annual budgets, manpower plans, and staffing levels needed to carry out operating responsibilities to the Business Unit Director for approval.
10. Recommends personnel and compensation actions for subordinates to the Business Unit Director for approval.
11. Establishes standards for employee productivity and performance and monitors results.
12. Develops and implements appropriate work unit employee training programs and monitors the professional development of employees in the work unit.
13. As directed by the Business Unit Director, represents the utility in meetings with other utilities and keeps the utility informed on state and national issues which could affect the current and future construction and maintenance practices of the utility.
14. Serves as the liaison with the City Safety Officer to ensure the development and implementation of an adequate employee safety training program in all areas within the Energy Delivery Business Unit.
15. Reports to the Business Unit Director.
16. Directly supervises Accident Prevention Coordinator and Lead Lineman and Lineman. Indirectly supervises assigned personnel from other operating units used as ad hoc trainers, apprentices, and operating employees assigned for Accident Prevention and other skills training.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

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KNOWLEDGE, SKILLS & ABILITIES:

1. Theoretical and practical knowledge of electric transmission and distribution system safe construction and maintenance practices, associated vehicle and equipment operation practices, electrical protection equipment, and electrical testing equipment.
2. Theoretical and practical knowledge of current skills training techniques, work force computer assisted training, management systems, and their application in the construction and maintenance of electric transmission and distribution systems.
3. Thorough knowledge of public safety concerns and occupational hazards associated with electric transmission and distribution system construction, maintenance and operations.
4. Thorough knowledge of OSHA, National Electrical Safety Code and other related regulatory standards.
5. 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.
6. Ability to communicate effectively both verbally and in writing and maintain effective organization skills.
7. Ability to establish and maintain effective working relationships with supervisors, co-workers, and a large staff of technical, 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 exposure to 15 KV class energized equipment with 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. Two (2) years of college or graduation from an accredited school specializing in training or education. Four (4) year degree in education with a teaching certificate preferred.
2. Ten (10) years of combined experience in electric system transmission and distribution system construction, maintenance and operations, with at least five (5) years in supervisory positions. Must have five (5) or more years as a journey level lineman having graduated from a certified apprentice program.
3. Five (5) years of progressively responsible experience in a position with electric utility safety as a primary function. NSC Certified Utility Safety Administrator with Electric Endorsement preferred.
4. An equivalent combination of directly related education and experience may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida Class A CDL driver's license.
2. Must maintain a valid home telephone 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.