

Post Office Box 1679
Quincy, Florida 32353-1679
Quincy: (850) 627-7651



1640 West Jefferson
Street
Quincy, Florida
32351-5679

SAFETY ADMINISTRATOR

Talquin Electric Cooperative, Inc. is seeking candidates for the position of Safety Administrator. The minimum educational requirement for this position is a high school diploma or its equivalent. A two-year degree in business or similar discipline, and three years administrative experience preferred. Requires a conceptual understanding of the Safety function. Ability to effectively communicate. Ability to plan, organize and prioritize time and workload in order to accomplish tasks. Ability to deal with internal and external customers in a manner which shows sensitivity, tact, professionalism and good judgment. Ability to influence others to support and enhance the safety vision. Ability to coordinate assignments and handle multiple complex tasks concurrently with precision and accuracy in a deadline oriented environment interjected with phones, emails, employees, contractors, etc. Requires proficiency in the use of Microsoft Office applications including Excel, Word, Power Point and Outlook. Ability to work flexible hours system-wide on short notice to complete a project/task and/or during an emergency situation. Ability to be self-directed and motivated. Ability to become knowledgeable in all applicable safety codes as they pertain to the cooperative's business activities and any accidents that occur therein, including but not limited to the National Electric Safety Code, Workers Compensation programs, and OSHA rules and regulations.

Requires a valid driver's license. Must be able to pass Cooperative physical examination as well as pre-employment drug screen and background check. Must live at a primary residence located within a 30 minute drive, as determined solely by management, of any Talquin Electric office facility.

RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
- B. Directly assist the Safety Manager and his/her designee in all administrative aspects of the cooperative safety program.
- C. Assist in accident investigations involving employees, general public, cooperative vehicles, and cooperative equipment. Files appropriate claims and reports for insurance, compliance, and records as required by law and cooperative policy.
- D. Assist with the administration of the drug and alcohol program.
- E. Assist with the administration of NRECA's RESAP or a similar program.
- F. Administer rubber gloves and sleeves testing program.

- G. Maintain records and schedule dielectric testing for bucket trucks and digger derricks.
- H. Maintain records and schedule testing for rubber goods, grounds, sticks, etc.
- I. Maintain records and orders for employee uniforms.
- J. Maintain and update files with SDS Online.
- K. Assist with scheduling employee safety meetings.
- L. Schedule and keep minutes for Clerical and Trades and Crafts Safety Committees.
- M. Maintain DOT files.
- N. Assist in ordering safety supplies and keeping accurate inventory.
- O. Schedule annual fire extinguisher inspections.
- P. Administer the Workers Compensation and Occupational Safety and Health Administration programs.
- Q. Assist with apprenticeship testing and training program for apprentice lineworkers.
- R. Schedule and keep minutes for Apprentice Committee meetings.
- S. Maintain all records relating to the safety program of the cooperative.
- T. Assist in preparation and presentation of safety programs to employees, as needed.
- U. Perform other duties as assigned.

Talquin offers an excellent benefits package and a compensation structure commensurate with qualifications and representative of the market. A cover letter and resume will be accepted until **5:00 p.m. on Friday, May 17, 2019.**

To apply, please send a letter and resume to: humanresources@talquinelectric.com.

*An Equal Opportunity Employer
All replies are confidential.*

TALQUIN ELECTRIC COOPERATIVE, INC.
Quincy, Florida

POSITION DESCRIPTION

SAFETY ADMINISTRATOR

I. MANDATORY REQUIREMENTS:

Must have high school diploma or its equivalent. Two-year degree in business or similar discipline, and three years administrative experience preferred. Must possess a conceptual understanding of the Safety function. Ability to effectively communicate. Ability to plan, organize and prioritize time and workload in order to accomplish tasks. Ability to deal with internal and external customers in a manner which shows sensitivity, tact, professionalism and good judgment. Ability to influence others to support and enhance the safety vision. Ability to coordinate assignments and handle multiple complex tasks concurrently with precision and accuracy in a deadline oriented environment interjected with phones, emails, employees, contractors, etc. Proficient in the use of Microsoft Office applications including Excel, Word, Power Point and Outlook. Ability to work flexible hours system-wide on short notice to complete a project/task and/or during an emergency situation. Ability to be self-directed and motivated. Ability to become knowledgeable in all applicable safety codes as they pertain to the cooperative's business activities and any accidents that occur therein, including but not limited to the National Electric Safety Code, Workers Compensation programs, and OSHA rules and regulations.

Requires a valid driver's license. Must be able to pass Cooperative physical examination as well as pre-employment drug screen and background check. Must live at a primary residence located within a 30 minute drive, as determined solely by management, of any Talquin Electric office facility.

II. PHYSICAL REQUIREMENTS:

Either with or without reasonable accommodation, must be able to sit, stand, stoop, kneel, use hands and fingers to operate equipment including typewriters, computers, etc. Must be able to work seated or standing, as appropriate, at desk and counter height positions for extended periods of time. Must be able to lift and move supplies, equipment, etc. up to 15 pounds. Must be able to lift supplies, documents, records, etc. and place in proper storage compartments, some of which are overhead. Must be able to talk and hear at conversational levels. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

III. OBJECTIVES:

- A. To exercise independent judgment and discretion in a way that supports all critical segments of the safety function of Talquin Electric Cooperative, Inc.
- B. To maintain required records.

C. To assist the Safety Manager as required.

IV. RESPONSIBILITIES:

- A. Perform duties in a safe, satisfactory, competent and timely manner.
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- C. Assist in accident investigations involving employees, general public, cooperative vehicles, and cooperative equipment. Files appropriate claims and reports for insurance, compliance, and records as required by law and cooperative policy.
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- E. Assist with the administration of NRECA's RESAP or a similar program.
- F. Administer rubber gloves and sleeves testing program.
- G. Maintain records and schedule dielectric testing for bucket trucks and digger derricks.
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- T. Assist in preparation and presentation of safety programs to employees, as needed.
- U. Perform other duties as assigned.

V. RELATIONSHIPS:

- A. Reports to: Safety Manager
- B. Directs: None
- C. Coordinates or cooperates with:
 - 1. Cooperative Management and Employees- maintains positive working relationships.
 - 2. General Public – maintains friendly, cooperative relationships with the general public in the performance of these responsibilities.

VI. AUTHORITY AND ACCOUNTABILITY:

- A. The Safety Administrator is responsible to the Safety Manager or his/her designee to perform the responsibilities within the scope of this position, as required.
- B. The Safety Administrator shall be accountable to the Safety Manager or his/her designee for the efficient performance of these duties.
- C. The Safety Administrator shall secure the approval of the Safety Manager or his/her designee in making decisions when policies are unclear, inadequate or require interpretation.