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SAFETY COORDINATOR

Talquin Electric Cooperative, Inc. is seeking qualified candidates for the position of Safety Coordinator. This position is located at our Crossway Road office in Tallahassee, Florida. The requirements for this position are a high school diploma or its equivalent and a valid driver's license. Experience in on-the-job industrial safety/security is also required. Loss Control and Safety Training Certification by the National Safety Council, National Utilities Training, and Safety Education Association or American Society of Safety Engineers is beneficial. Requires at least three years of work experience in a compliance unit or an organization closely related to the electric utility industry. Experience and/or in depth knowledge related to the field operations and maintenance of a distribution electric system is highly desirable. Knowledge and/or experience in the water/wastewater industry are desirable. Must have, or be able to acquire, sufficient technical knowledge to understand and relate government regulations and safety issues to achieve the requirements of the position.

Requires demonstrated excellent interpersonal, verbal and written communication skills for interaction with managers, members, employees and the public. Requires demonstrated business skills including written communications skills and the ability to prepare all types of correspondence, skills in grammar, spelling and punctuation, editing and proof reading. Requires demonstrated computer skills including the ability to enter and extract information. Must be proficient in the use of word processing, spreadsheet and presentation software and possess the ability to become proficient with the Cooperative's computer systems and software. Requires the ability to effectively prepare presentations and speak in public. Requires demonstrated excellent planning and organizational skills and the ability to work efficiently and effectively without direct supervision. Requires the exercise of good judgment and discretion in making independent decisions regarding safety issues. Must relate well with all types of people and have the ability to listen, as well as to present and explain circumstances and results. Must be dependable, honest and in good health. A high degree of integrity, pleasant disposition and extreme tact are absolutely essential. Must be able to make decisions in the best interest of the Cooperative regardless of the circumstances. Must be able to handle numerous assignments simultaneously without becoming distressed and to handle confidential information with judgment and discretion.

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. Assist with the upkeep of the Talquin Safety Manual covering each employee group.

- C. Assist with the safety meetings in each department, work area, or unit.
- D. Inspect all buildings, equipment, work sites, and tools to see that they meet safety requirements. Ensure availability of adequate first aid and fire extinguisher equipment. Determine, with department heads, safety equipment needs and check all such equipment.
- E. Conduct random safety inspections in the field, offices, meet NRECA's RESAP (or similar) guidelines, and follow-up on safety violations.
- F. Maintain good safety relations with employees and the general public.
- G. Set up meetings with employees and management on safety discussions through the Safety Committee.
- H. Assist with investigating and making reports on all major accidents.
- I. Assist in enforcement of all safety regulations.
- J. Be available to conduct and teach safety related classes, such as confined space training, lineman training, CPR/First Aid, forklift training, etc.
- K. Maintain records as required by the Federal Government, the State, and the Cooperative. Maintain records of safety meetings held with the date, subject, and names of persons attending.
- L. Investigate and follow up on workers' compensation and public liability insurance claims.
- M. Schedule dielectric testing of bucket trucks and hot sticks.
- N. Assist with conducting a testing program for individual safety equipment.
- O. Assist with testing, change out, and record keeping of all rubber protective equipment, as well as FR uniforms and all other uniforms for field personnel.
- P. Assist with conducting safety investigations when notified of the existence of unsafe equipment and working conditions. Correct or recommend corrective action for any unsafe conditions.
- Q. Keep abreast of, and communicate to the Safety Manager, new or changing laws, regulations, or technical developments, which could affect the Cooperative and contracted vendors.

- R. Thoroughly research current rules and regulations and any subsequent revisions and assist with development of programs based on complying with the regulations for electric, water, and wastewater; recommends to the Safety Manager the steps and training necessary for implementation and compliance.
- S. Be available to provide and present safety programs to the employees/members of the Cooperative and the general public.
- T. Work daily establishing and promoting positive relationships with all personnel, Members, and the general public.
- U. Assist other departments on special programs as requested and as time is available.
- V. Maintain Active Shooter and Terrorist Plan, and conduct regular exercises with employees.
- W. Maintain medical clearances and fit testing for Water Department employees under the OSHA Respiratory Protection Standard.
- X. Be available to assist the Safety Manager and the department heads for storm related duties.

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. Friday, February 15, 2019.**

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

*An Equal Opportunity Employer
All replies are confidential.*