



**KERRVILLE
PUBLIC
UTILITY
BOARD**

JOB DESCRIPTION

TITLE: Safety and Training Supervisor
GRADE: 11
DEPARTMENT: Operations
REPORTS TO: Director of General Operations

POSITION STATUS:

Full Time Part Time
 Exempt Non-Exempt

JOB SUMMARY:

Under the general supervision of the Director of Operations, the Safety and Training Supervisor works to ensure the effective implementation of safety and training programs and the creation of new programs from analyzing audit/observation/assessment information and consistent system-wide application of safety processes and procedures across the electric utility. Assist the director of operations in developing and sustaining an incident and injury-free work culture.

RESPONSIBILITIES:

Field Observations:

- Perform documented field observations on crews and perform audits on equipment and tooling to assure compliance of OSHA Regulations and KPUB's Safety Rules, SOPs and any other process and procedures applicable to a given task.
- Provide coaching on at-risk behavior, identification of substandard conditions as well as assisting with the implementation of best practices.
- Assist in identifying, documenting and recommending mitigation of hazardous/potentially hazardous conditions; follow through to ensure corrections have been made.

Incident Investigations:

- Assist Director of Operations in the investigation and reporting of events and near misses to determine root cause, causal factors and preventative measures.
- Assist with investigating incidents, injuries and property damage; including compiling data, taking photographs and completing proper documentation.
- Assist with the preparation of all pertinent forms and reports required by KPUB and/or federal, state, local regulations associated with accidents/incidents and property damage.

Lineman Training Program Administration:

- Under guidance from the Director of Operations and in coordination with General Foreman, responsible for all aspects of the Lineman Training Programs, including scheduling, testing, documentation and graduation of employees through the program.

Reviewed By/Title: Tammye Riley, Director of Operations
Approved By/Title: Tammye Riley, Director of Operations
Last Revised Date: March 10, 2022

Date Issued: March 10, 2022



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- Design and implementation of rotation plans for every apprentice in each apprenticeship level to meet the requirements of the Registered Apprenticeship Standards.
- Maintain accurate records of the Lineman Apprenticeship Program: such as logging OJT hours, proctoring tests, scheduling of apprentice classroom hours and arranging accommodations for related travel.
- Ensure accreditation standards are met by the apprentices to move through the Lineman Apprentice Program.
- Under guidance from the Director of Operations, responsible for developing ongoing safety and skill development training for Journeyman Linemen.

PPE, Equipment and Tools:

- In coordination with General Foreman and Director of Operations order and maintain inventory of personal protective equipment (PPE) required for job functions.
- In coordination with General Foreman and Director of Operations perform periodic evaluations of power tools and equipment to ensure equipment is being maintained in good working order, as applicable.
- Ensure all employees have been provided with appropriate PPE.
- Maintain accurate records of inspection and testing of fleet vehicles and equipment including dielectric testing. Maintain the tracking and testing of PPE, rubber gloves, sleeves, blankets, hot sticks, utilizing an approved system of records. Maintains similar Fleet testing data on vehicles.
- Complete accounting-related tasks required to fund safety-related tools, Lineman training, logistics related to travel or any other related safety and training expenses.
- Serves as a technical resource in areas of electrical operations safety and employee health and safety-related regulatory compliance.
- Identify and implement best practices, lead continuous improvement initiatives to reduce worksite process risks, increase safety compliance, empower employees and improve safe work methods.
- Ability to manage multiple priorities and work with minimal supervision.
- Ability to exercise discretion, maintain confidentiality and use sound judgment.
- Other duties and responsibilities as assigned.

Reviewed By/Title: Tammye Riley, Director of Operations

Approved By/Title: Tammye Riley, Director of Operations

Last Revised Date: January 29, 2015

Date Issued: June 26, 1989



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MINIMUM QUALIFICATIONS:

- High School diploma or equivalent with at least four (4) years of relevant line worker experience in construction and maintenance of power distribution systems.
- Additional education may substitute for up to two (2) years.
- DOL approved Journeyman Lineman certification.
- Certified Utility Safety Professional (CUSP) safety certification is desired.
- Knowledge of basic computer software skills (E.G., Microsoft Word, Excel, PowerPoint).
- Knowledge of regulatory requirements, safety codes and requirements (National Electric Safety Code, National Electric Code, American National Standards Institute, American Society for Testing and Materials and Occupational Safety and Health administration regulations.)
- Establishing and maintaining effective working relationships.
- Communicating effectively, both orally and in writing.
- Excel
- Using the computer and various software programs.
- Reading Procedure Manuals.
- Writing memoranda, work orders, report forms.
- Interpreting regulations and procedures.
- Applying policies and making judgments regarding the use of personnel and material resources while maintaining the electric distribution system.
- Must be physically and mentally able to perform the job's essential functions described with or without reasonable accommodation, including being able to lift up to 50 pounds of materials.
- Must be able to work irregular hours including overtime, weekends, nights and "on-call" and "after hour" duty assignments when scheduled or as required.
- Bondable.

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EMPLOYEE STATEMENT OF UNDERSTANDING:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN KERRVILLE PUBLIC UTILITY BOARD (KPUB) AND THE EMPLOYEE. Nothing in this position description restricts KPUB's ability to assign, reassign or eliminate duties and responsibilities of the job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Date:

Employee's Name (Please Print)

Current Job Title

This signed job description will be placed in your personnel file.

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