



# Jemez Mountains Electric Cooperative, Inc.

Your Touchstone Energy® Cooperative 

## **JOB POSTING (Internal and External) – Safety and Apprenticeship Manager**

Jemez Mountains Electric Cooperative, Inc is accepting letters of interest/resumes for the position of Safety and Apprenticeship Manager for the Espanola District Office. This role is responsible for ensuring the safety and compliance of all Co-op safety programs, processes and procedures. This role will also ensure that the Lineman Apprenticeship program is running efficiently, effectively, and Apprentices are moving through their program to completion in a timely manner.

**Education:** An associate's degree in a related discipline is required. A Bachelor's Degree with a major or minor in Occupational Safety and Health is *strongly desired*. Loss Control and Safety Training certification by the National Safety Council, National Utilities Training, Safety Education Association or the American Society of Safety Engineers would be highly beneficial. Experience in on-the-job industrial safety/security might be substituted for some formal education. Required to take training and become and remain a certified instructor in CPR, First Aid and defensive driving.

Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

### **Essential Functions:**

1. Plan and ensure that monthly safety meetings are attended by all employees and that attendance records are kept. Conducts the RESAP activity in a manner designed to interest and motivates employees to regularly practice safety in daily activities thereby reducing the risk of injury to individuals or claims against the Cooperative.
2. Coordinate on-site inspection of crews and field personnel to assure compliance with standard, published safe working procedures. Inspect warehouses, offices, storage yards and substations to determine they are being maintained in a safe and orderly manner.
3. Oversee the training of Apprentice Lineman ensuring that they are provided learning opportunities, tested for knowledge and ability to perform that learning in the field and ensuring that they are working towards completion of their program in a timely and effective manner.
4. Assure that OSHA records and reporting are complete and timely. Monitor and validate ongoing compliance of any and all standards and regulations that the Cooperative is subject to (ie: DOT regulations, EPA requirements, hazardous chemical communication regulations, possession and posting of Material Safety Data Sheets (MSDS) and other requirements.
5. Coordinate or perform (as appropriate) investigations of accidents and near-miss incidents. Keep upper-level management informed of more serious occurrences. Compile, submit and maintain accurate records regarding such incidents. Recommends corrective actions and remedial safety

- training when unsafe acts or conditions are observed.
6. Conducts timely training of new employees in safety policies, procedures, programs and regulations.
  7. Monitor existing programs, policies, procedures and regulations for adherence to established safety requirements and to determine the need for updating manuals, etc. or the purchase of related safety equipment and training.
  8. Advise and assist functional departments in selecting and obtaining the correct personal protective equipment (PPE). Conduct routine training in the proper use of such PPE.
  9. Conduct or direct investigation of any threats made against JMEC employees and refer to the appropriate officials for handling.
  10. Organize investigation of suspected theft and vandalism of Cooperative property and assure that necessary action is taken based on the results of the investigation. Direct the investigation and handling of claims against the Cooperative and its contractors.
  11. Organize and schedule training for CPR, first aid, hazardous material exposure procedures, defensive driving or other related safety training as needed. Ensure appropriate training records are maintained.
  12. Periodically review functions and activities of the safety and security area with upper management.
  13. Ensure that building and grounds security systems are maintained in good working order. Organize and publicize emergency evacuation plans and procedures.
  14. Prepare monthly, quarterly and annual safety activity and status reports for management.
  15. Work with the safety committee to review, add or make changes to the Employee Safety Manual and update the manual as necessary.
  16. Participate in local and state safety and security organizations and remain current in changes to the concept of organizational safety and security.
  17. Must maintain contact with external emergency services Managers and law enforcement personnel.
  18. Will provide related data and work with the Cooperative's auditors.

**All applicants are required to submit:**

- JMEC Application Form
- A Letters of Interest
- Resume with References

Applications will be accepted until the position is filled, and should be sent to:

Human Resources  
P.O. Box 128 Española, New Mexico 87532  
505-753-6958 fax  
hr@jemezcoop.org