



Instructor, Loss Control, Safety & Compliance *Job Description*

Department:	Loss Control, Safety and Compliance (LCS&C)
Job Classification:	Exempt
Work Schedule:	Monday-Friday, 8:00am-5:00pm. Ability to work evening hours, if needed. Weekend hours may be required on occasion.
Reports to:	Director of Loss Control, Safety and Compliance
Position Back-up:	Director of Loss Control, Safety and Compliance
Supervises:	None
Working Relationships:	Internal: All Department Managers; Employees External: LCS&C Members; Utility Contract Members; KDEM; NUTSEA; SAIA; Vocational Lineman Schools; Other Statewide Associations; KMU

Primary Accountabilities:

The responsibility of the Instructor for Loss Control, Safety and Compliance ("LCS&C") is to promote the advantages of practicing safety and proper training of personnel among the LCS&C member systems and LCS&C utility member systems at all times by example, demonstration, inspection, teaching, and the use of safety features, materials and products. The Instructor for LCS&C is also responsible for visiting LCS&C member systems and LCS&C utility member systems to present training and safety programs, which emphasize safety on the job. The Instructor for LCS&C is responsible for participating in training schools, state and national meetings that relate to loss control and safety, while also assisting in regulatory compliance services.

Major Duties:

- Prepare lesson outlines with adequate background material for presentation of safety instruction for all local cooperatives. Topics to be covered will be those recommended by the Department Director, the Loss Control, Safety and Compliance Committee, and member-systems of KEC.
- Make physical visits as scheduled to every participating member system in the state and be prepared to participate in instruction, advise in the field, assist with Safety Achievement and perform safety checks of equipment dependent upon the local system's requirements.
- Test personal protective grounds, live line tools, decibel testing of equipment and poletop/bucket rescue based on cooperatives and utility member systems safety meeting selection form.
- Submit written recommendations on the development of departmental plans in the area of loss control and safety training in support of the operating budget and supporting procedures.
- Keep informed of product development in the loss control and safety field and safety practices applying therein.
- Ensure that motor vehicles and other equipment assigned for use is maintained in good mechanical condition and appearance.
- Submit summaries of activities, periodic reports, and special reports as requested by the Director.
- Devise means for developing and maintaining morale and team spirit in member system employees by recognizing good safety practices.
- Receive and comprehend communications and directive and keep the Director of LCS&C informed of important information concerning the Safety Instructor's job duties.
- Assist in assuring regulatory compliance of member systems.



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- Keep informed of all KEC policies and procedures.
- Encourage and assist member systems to participate in RESAP.
- Assist member systems in accident investigation upon request.
- Develop and coordinate technical workshops as assigned by the Director of LCS&C.
- Develops written plans and procedures for the most effective accomplishments of the above responsibilities.
- Assist with Mutual Aid Plan, Regulatory Compliance Visits and RESAP Observations.

Qualifications:

- High school diploma or general education degree ("GED"); current Journeyman Lineman designation, required. Previous Crew Foreman experience, preferred.
- Hold and maintain professional certification such as Certified Loss Control Professional ("CLCP") or equivalent. Certification can be obtained within an agreed upon period set forth by the Director of Loss Control Safety and Compliance.
- Must possess a current, valid Kansas driver's license.
- First Aid and CPR Certification, required.
- A minimum of five (5) years' experience as a journey lineman with specific responsibilities regarding safety assurance; or a combination of education and experience providing equivalent knowledge, is required.
- Must be familiar with National Electrical Safety Code, OSHA regulations, and local and state codes.
- Must have an effective working knowledge of Cooperative system and service area.
- Must have knowledge of the various types of electrical distribution equipment. Keep informed and adhere to all KEC policies and procedures.
- Knowledge of electrical distribution system equipment for the purpose of ensuring all safety requirements are met.
- Knowledge of basic electrical line construction as it interacts with the electrical distribution system to assess safety issues.
- Skilled in performing moderately complex mathematical computations for calculating losses, and assessing safety program savings.
- Skilled in developing and conducting training sessions for cooperative employees and utility contract members.
- Ability to assess employee training needs and cooperative work environments for safety requirements.
- Ability to remain current on and interpret changing laws and regulations regarding equipment and work environment safety.
- Must be able to operate volt-ohm, amp, rotation, phasing, meters and associated equipment.
- Must possess specialized abilities and skills to allow the employee to climb poles and work out of aerial devices.
- Must believe in, be empathetic with, and be interested in furthering the Cooperative's objectives.



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- Must desire to keep up with current issues facing electric cooperatives and the impact these issues have on the Cooperative, its members and its communities. The ability to work under pressure is necessary.
- Must be receptive to changes deemed necessary and suggestions from peers.
- Must possess the highest degree of integrity, pleasant disposition and tact.
- Must be able to handle a multitude of projects simultaneously with the ability to make decisions in the best interest of the Cooperative regardless of the circumstances.
- Must work independently, exercise judgment and act in accordance with KEC policies, while working to provide excellent customer service.

Work Environment:

Most of the normal duties will be performed inside, which will involve almost constant interaction with other employees, but a small amount of work is required outside.

Physical Demands:

- Ability to perform finger and hand manipulation and perform repetitive motions in order to use a computer, test equipment and operate hand tools.
- Ability to exert up to 100 lbs of force to move/lift equipment to assess facility locations as needed.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to operate a vehicle to travel to service sites as part of normal duties on order to conduct training sessions, assess equipment safety, and investigate accident sites.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

Accepted by:

Approved by:

Instructor, LCS&C

Director, LCS&C

Date: _____

Date: _____