

Safety Manager



Posted: May 5, 2025 | **Deadline:** Thursday, May 22, 5 p.m.

Job Type: Full-Time | **FLSA Type:** Exempt/Salary

Position Summary

The *Safety Manager* will support the Cooperative's core value of safety by enforcing the Taylor Electric Safety Program and coordinating training for field personnel. A successful *Safety Manager* has strong leadership qualities, proficient verbal and written communication skills, the ability to plan and manage long-term programs, and a desire to teach others.

Work Hours/Conditions

- Typical work schedule is four (4) ten-hour days per week.
- Work takes place in an office as well as time in the field and on job sites.

Education/Experience

- Must be able to meet or exceed the requirements outlined in the job description below.
- Bachelor's Degree in Environmental Health and Safety Management, Risk Management and Compliance, or related field preferred.
- Required Eight (8) years of progressive experience and responsibility in the field of safety and/or operations in the electric utility industry.

Certification/Requirements

- Required or ability to obtain: Certified Safety Professional and/or Certified Loss Control Professional
- Must possess a current Texas Class A CDL and maintain an insurable driving record.
- Must be able to complete and pass CPR and First Aid training.

Please see full job description below for further details.

Cooperative Overview

Taylor Electric Cooperative is an equal opportunity employer and drug-free workplace that has been in existence since 1939. The Cooperative serves the Big Country area with a strong business acumen, commitment to the community, and, above all, dedication to serving the membership.

To Apply for This Job

- An employment application is required to apply for this position.
- Click [here](https://taylorelectric.com/career-opportunities/) to access the employment application or visit the career page at <https://taylorelectric.com/career-opportunities/>.

To apply for this job please complete a job application and return to:

Allison Griffin, HR Manager

HR_Personnel@taylorelectric.coop

325-793-8539

JOB DESCRIPTION

Taylor Electric Cooperative, Inc.

Job Title: Safety Manager

FLSA Status: Exempt/Salary

Job Codes: TEC: 11F | NRECA: 31-2121

Department: Operations

Date Revised: May 2025

Objectives

- a. The Safety Manager supports Taylor Electric's core value of Safety by enforcing the Taylor Electric Safety Program, advocating a culture of safety, serving as a point of contact for safety related topics and presenting at weekly safety meetings.
- b. The Safety Manager is responsible for coordinating and tracking training for field personnel at Taylor Electric Cooperative. The individual plans programs and training to educate employees on functional job duties, equipment, accident prevention, standard operating procedures and internal technical standards.
- c. The Safety Manager is responsible for safety site visits to ensure safety programs are followed by all crews, with the intention of preventing or minimizing injuries, illnesses and health risks for employees.

Essential Job Functions

Safety, Loss Control and Risk Management

- a. Enforces Taylor Electric's Safety Program and ensures compliance with all safety related policies, practices and procedures.
- b. Manages the incident reporting and investigation process. Shares violations with management for corrective action.
- c. Conducts near-miss reporting, facility inspection, fire prevention, and occupational safety and health training programs for all Taylor Electric personnel, utilizing knowledge of industrial safety-related discipline and operating regulations.
- d. Conducts safety inspections on a regular basis, ensuring crews understand and follow job build guidelines and safety protocols.
- e. Helps promote a safe working environment by emphasizing the importance of safety and setting the highest safety standards and expectations of all employees.
- f. Maintains consistent and proactive awareness of current regulations set by federal, state, local and tribal regulatory agencies/departments such as the NESC, OSHA, DOT, FERC, NERC, RUS, DEQ, EPA, DNR, FAA, FCC, and DOL.
- g. Supports and enhances the climate of awareness ("Culture of Compliance & Reliability Excellence") at Taylor Electric and promotes the Core Values.
- h. Provides counsel and direction for management and staff in establishing and enforcing safety and compliance programs consistent with best industry practices.
- i. Orders flame-resistant uniforms, gloves and other PPE for Taylor Electric employees. Serves as the main point of contact and leads the effort for all PPE, including sleeve and glove replacement, and rubber goods testing.
- j. Prepares and hosts weekly safety meetings for all field personnel and other safety trainings as needed for all other personnel.
- k. Provides information to Members and the general public concerning the hazards of electricity including EMF concerns, other safety matters, and environmental issues. Assists with the coordination of relationships with fire, police departments and governmental agencies on what to do in the event of an emergency.
- l. May be required to work on short notice.

- m. Performs other duties as may be requested or assigned to meet the needs of Taylor Electric in the interest of good management practices.

Training

- a. Develops and manages the internal training for field personnel through comprehensive training programs and demonstrations of use. Continually updates and improves plans as new technologies and procedures emerge.
- b. Conducts training on routine intervals with apprentice linemen of varying levels to meet advancement training requirements. Must be able to know, communicate and assist linemen in maintaining their qualifications.
- c. Keeps track of all employee field training that has been performed using the Taylor Electric preferred method of tracking.
- d. Documents and communicates training completion and progress of field personnel with Human Resources.

Reports to

- a. Director of Electric Operations

Supervises

- a. This is not a supervisory position

Position Specifications

- a. Knowledge, Skills and Abilities
 - a. Language and Communication Skills - Must be able to interact with others via verbal and written communication. Must be able to author and professionally present technical and non-technical presentations to group settings and a wide range of audiences.
 - b. Computer Skills – Demonstrates proficient personal computer skills; mainframe computer skills such as inquiry, data entry and printer operation skills. Proficient with Microsoft Word, Excel and PowerPoint.
 - c. Reasoning Ability – Must be able to formulate detailed programs, policies, and reports from a conceptual basis. Ability to research, analyze, understand, and apply diversified and complex governmental standards, rules and regulations.
 - d. Other Skills -
 - i. Requires the ability to teach field personnel about job duties and safety protocols. Must have the ability to work closely with and coordinate with operations (fiber and electric) and engineering.
 - ii. Must have initiative to gather information and develop a comprehensive training program.
 - iii. Requires knowledge of National Electric Safety Codes and OSHA regulations, familiarity with the North American Energy Standards Board (NAESB), knowledge of FERC regulations and FERC Code of Conduct, and the NERC Reliability Standards for the interconnected electric transmission system and the compliance process is preferred.
 - iv. Proven track record of maintaining contact with regulatory agencies, consultants, and other utilities for the purpose of clarifying regulations, requesting proposals, exchanging information, obtaining approvals, negotiating agreements, coordinating schedules, presenting findings and reporting conclusions.
 - v. Must be skilled in effectively interacting with regulatory agencies and in negotiating agreements.
 - vi. Possesses the ability to hold individuals accountable to safety and compliance standards.
- b. Personal Characteristics – Maintains a high standard of ethical behavior in business activities and decisions. Demonstrates management, coaching and strong technical writing skills. Requires the ability to work independently in completing assigned projects, routine tasks and critical deadlines on time.
- c. Physical Characteristics – Frequent sitting, standing, and changing positions at will. Occasional standing walking, stooping, bending, climbing stairs and kneeling. Requires repetitive motions with hands and fingers to operate

computer keyboard and telephones, etc. Frequent lifting, pushing and pulling 10 pounds and occasionally up to 30 pounds. Reaching occasionally both overhead and below shoulder level. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. Requires good hearing and ability to speak.

- d. Working Conditions – Work mainly takes place in an office in a controlled environment with occasional time in the field and on job sites. Position requires local, state-wide and national travel from time to time.
- e. Working Hours – Regular work schedule is four days a week, 7:30 a.m. – 5:30 p.m. Work on weekends, evenings and before/after normal working hours may be required to meet deadlines.

Education and Experience

- a. Bachelor's Degree in Environmental Health and Safety Management, Risk Management and Compliance, or related field preferred.
- b. Required Eight (8) years of progressive experience and responsibility in the field of safety and/or operations in the electric utility industry.

Licenses and Certifications

- a. Required or ability to obtain: Certified Safety Professional and/or Certified Loss Control Professional
- b. Must possess a current Texas Class A CDL and maintain an insurable driving record.
- c. CPR and First Aid Certification training is provided on the job and must be maintained.

Remarks

- a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary or desirable by Safety Management.
- b. This position is not eligible for telecommuting.