

**South Kentucky Rural Electric Cooperative**  
**Job Description**  
**Grade 10 – Non-Exempt**

Job Title: Safety & Loss Control Coordinator  
Department: Safety  
Reports to: Safety & Loss Control Manager  
Supervises: None

**Qualifications:** Associates Degree in Industrial Safety, Training or related field preferred with 5 years experience. High school diploma or GED required.

**Job Requirements:**

- ◆ Assist in developing, implementing, coordinating and/or administering all aspects of the Cooperative's loss control and training programs, including employee and public safety.
- ◆ Above average communication skills (verbal and written).
- ◆ Appropriate communications with members and other personnel that will promote positive images of self and the Cooperative.
- ◆ Knowledge and experience with South KY RECC computer programs including but not limited to SEDC, Microsoft Word, Excel and Power Point.
- ◆ Organizational and follow-up skills.
- ◆ Capable of working independently with little or no supervision. Willingness to accept responsibility and accountability.
- ◆ Required to obtain the necessary safety certifications.

**Duties and Responsibilities include but are not limited to the following:**

- ◆ Maintain, issue & secure records and quality check of all personal protective equipment and safety equipment within the Cooperative. Responsible for assuring that all personal protective equipment is distributed has been properly tested and documented (includes live line tools, etc.).
- ◆ Provide assistance to anyone needing help with understanding, implementing or following policies, procedures, rules and regulations which are part of the safety program.
- ◆ Conduct field operations safety audits under the direction of the Manager and report any unsafe work practices at the work site immediately. Responsible for keeping written records of audit information.
- ◆ Report and investigate accidents to the Public Service Commission as necessary or required under the direction of the Manager.
- ◆ Responsible for CPR/First Aid training for all employees.
- ◆ Be available and provide assistance during emergency situations such as prolonged outages, etc.
- ◆ Assist with coordinating and overseeing any special programs pertaining to safety.
- ◆ Actively participate in the planning, development and implementation of programs that will ensure compliance with accident prevention/reporting/investigation, personal safety training, OSHA regulations (hearing conservation, wearing apparel, hazardous communications, fire prevention, facility inspections, safety inspections, etc.). Working knowledge of EPA regulations, public safety, safety equipment and industry hazard recognition.
- ◆ Responsible for safety demonstrations for fire departments, schools, public organizations, etc.
- ◆ Responsible for property damage claims investigation and filing of claims.
- ◆ Continuing education and travel with occasional overnight stays is a requirement of this position.
- ◆ Other duties as assigned by the Manager.

**External Contacts:**

- ◆ KAEC, OSHA and other regulating agencies, insurance carriers, attorneys, training organizations and auditors
- ◆ Members, vendors, suppliers, community and public organizations

**Working conditions:**

- ◆ A scheduled work week is 40 hours. Due to business necessity, the work week may exceed 40 hrs.
- ◆ Overtime may be required on a short notice.
- ◆ Work will be performed equally between indoors and outdoors.

**Physical Requirements:**

- ◆ Frequent lifting and carrying of heavy materials.
- ◆ Frequent use of motor vehicle.
- ◆ Frequent use of office machines.
- ◆ Frequent standing, walking, stooping, bending.
- ◆ Occasionally climbing heights up to 12 feet.
- ◆ Frequent use of eye/hand coordination.

South Kentucky RECC is currently accepting resumes for the position of:  
**Safety & Loss Control Coordinator – Grade 10 (non-exempt)**  
To cover all SKRECC Offices

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Send resume by 4:30 p.m. on Friday, May 20, 2016 to:

Karen Black  
H.R. Manager

EOE/M/F/Vet/Disability