



CLEVELAND UTILITIES SUPERVISOR OF SAFETY

Cleveland Utilities is seeking a Supervisor of Safety to administer, supervise, coordinate, train, and develop the overall safety and security program of Cleveland Utilities.

ESSENTIAL FUNCTIONS:

- Develop and administer safety programs designed to minimize hazards to ensure a safe workplace
- Conduct monthly safety training for both water and electric divisions. Also, will conduct quarterly training for office staff and submit monthly safety reports
- Responsible for the administration of MVR's, OSHA annual reporting, DIC/APPA annual submittal, and FMCSA Drug and Alcohol Clearinghouse
- Procure necessary safety-related needs for employee protection
- Recommend and take necessary corrective action to control losses from accidents and injuries
- Direct and assist in accident, injury, and claim investigations
- Conduct periodic safety inspections of facilities and work sites
- Submit necessary reports and correspondence to managers, supervisors, and other agencies to ascertain the effectiveness of the loss prevention activities
- Investigate workers compensation claims and prepare reports needed to resolve claims
- Investigate vehicle damage claims and act as a point of contact for insurance adjusters
- Administer alcohol and drug plan and ensure plan is meeting applicable regulatory guidelines
- Develop, coordinate, and implement safety compliance training and other training as needed to minimize risk of injury and create and maintain a high level of safety and security awareness among employees
- Stay abreast of changes in safety regulations, practices, and trends in the safety/occupational health industry
- Administer FR clothing plan for required employees
- Coordinate and administer high voltage rubber goods testing procedures in accordance with APPA testing guidelines up to and including rubber gloves, blankets, and hoses
- Maintain records for SCBA tank certification at facilities which require their use
- Coordinate pulmonary function testing for those employees required to utilize respirators in the workplace
- Other duties as assigned by the VP of Administrative Services

JOB REQUIREMENTS:

- B.S. degree; preferably in Occupational Safety and Health, EHS, or a related discipline.
- A minimum of three years' experience in a construction/utility environment or in a related safety and health position.
- Experience conducting safety training preferably in a utility or construction type environment.
- First Aid and CPR Instructor Certification; Certified Safety Coordinator, Certified Safety Professional, or similar credentials; OSHA 10- and 30-hour training desired; Valid Tennessee Driver's License.
- Above average verbal and written communication skills.

Qualified applicants interested in applying for this position should submit a resume by Friday, August 25, 2023, to:

**CLEVELAND UTILITIES
HUMAN RESOURCES
P.O. BOX 2730
CLEVELAND, TN 37320-2730 or email to:
dhitch@clevelandutilities.com
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