



Marion County Board of County Commissioners

POSITION DESCRIPTION

To be successful in the position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

UTILITIES TRAINING MANAGER

Department: Utilities

Pay Grade: 114

FLSA Status: Exempt

Job Class: 1109

Risk Code: 9410

JOB SUMMARY

Responsible for training the employees within the Utilities Department through certification(s) and assessments while planning, developing, coordinating, and implementing technical programs to include safety and training programs for the Utilities Department.

ESSENTIAL JOB FUNCTIONS

- Identifies and implements safety compliance training and education considering federal, state and local laws, rules, codes, regulations, county and departmental policies and procedures, and specific work program needs.
- Recommends, develops, and effectively promotes and upholds policies, procedures, and staff accountability.
- Recommends and develops safety training curriculums and lesson plans. Coordinates, conducts, and instructs safety and technical training programs.
- Recommends and assists in the development of equipment and material training programs; to include work around electrical components that provide electrical service to utility related facilities.
- Oversees equipment training throughout the department and coordinates with other departments.
- Administers the equipment training certification program. Maintains familiarity with departmental equipment, manufacturer specifications and operational needs to effectively provide training on safety features and safe operational use.
- Conducts and performs work site and facility safety inspections.
- Assesses the effectiveness of occupational safety and technical training efforts. Evaluations effectiveness of interventions or solutions through participant feedback, test instruments, and reports.

- Develops, maintains, and administers content and format of training records. Maintains safety and training policies and records in a manner accessible to all throughout the department.
- Prepares and coordinates occupational safety and training reports.
- Develops and maintains Standard Operating Procedures (SOPs) that support the Utilities Department's safety and training programs.
- Oversees compliance concerning storage and disposal of hazardous and non-hazardous materials in accordance with federal, state, and local laws, rules, codes, and regulations.
- Must be able to respond to emergency and after-hour calls on nights and weekends. May act in command role or various support functions as needed during major incidents.
- Reviews and researches safety equipment and makes purchasing recommendations related to safety equipment.
- Coordinates with the Utilities Management team to provide oversight associated with the budget preparation regarding safety and training items for the department. Monitors and analyzes technical training costs and associated benefits.
- Conducts accident/incident investigations. Monitors, analyzes, and develops statistical data on accident/incident injuries, damage, and overall associated costs.
- Reviews all Utilities Department incident reports and verifies corrective actions to be taken. Promotes department-wide consistency on reviews and resulting actions.
- Serves as a liaison to the County's Risk Management office.
- Conducts incident review sessions with injured employees and their immediate supervisors.
- Conducts vehicle and equipment incident review sessions with employees and their immediate supervisors.
- Identifies violations, risks, and/or safety issues. Develops and/or identifies precautions and corrective actions to avoid hazards and loss. Works with Utilities Department employees to ensure implementation of safety practices, corrective actions, and makes sure precautions are in place.
- Establishes and enforces safety policies, procedures, and standards. Ensures employees follow established safety practices and use applicable personal protective equipment and other safety equipment.
- Serves as a member of the county's safety committee. Serves as the chair to the Utilities Department safety committee where the incumbent will develop agendas, schedules, and will lead meetings, participate in the identification of preventable incidents, and distributes committees' findings and recommendations.
- Develops, coordinates, and administers the Utilities Department's herbicide program for site maintenance.
- Prepares contract documents, permitting, agreements, and related documentation for projects or programs under charge.
- Assists, participates, and coordinates public meetings, contractor meetings, consultant meetings, and other meetings related to projects or programs under charge.
- Receives and evaluates citizen and business safety complaints; coordinates the corrections of such problems with appropriate staff.
- Conducts field reviews of safety complaints and inquiries to analyze areas in questions and provide information related to necessary corrective measures.
- Conducts field reviews of completed safety projects to ensure adherence to established standards, plans, specifications, and related requirements.

- Prepares regular status reports on progress of programs or projects. Maintains documentation related to other aspects of the work, such as citizen and business inquiries and complaints.
- Conducts research and investigation related to assigned projects and functional area of responsibility. Documents findings and forwards reports/recommendations to proper staff.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Develops specific training programs for each Division within the Utilities Department through an annual training plan which will be developed with each Division Manager and the incumbent. Such training will include "hands on" training by the incumbent and through outside vendors who are certified to provide such training.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for direct and indirect supervision over the employee workforce within the Utilities Department as it applies to safety and training. Responsibilities include providing on-the-job training, coordinating vendor training, as well as providing recommendations when evaluating job performance with regards to safety. Position is responsible for contract administration and ensuring compliance with safety procedures. Additionally, provides guidance, advice, direction, and assistance to others on work assignments as necessary.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in relevant field or equivalent; and ten (10) years' experience in utilities construction or utilities maintenance with six (6) years supervisory and safety management experience; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- FDACS Public Right-of-Way Pesticide Applicators License within one (1) year of appointment.
- Hazardous Material Operator (40-hour) within one (1) year of appointment.
- Intermediate Maintenance of Traffic (IMOT) Certification within one (1) year of appointment.
- National Incident Management System (NIMS) IS-700, IS-100, IS-200, IS-300, IS-400, IS-800 certifications within one (1) year of appointment.
- CPR certification within one (1) year of appointment.

Knowledge, Skills and Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

- Ability to write routine reports and correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to potentially participate in the development of policies, programs, plans, or procedures.
- Ability to identify a problem, analyze the problem, and determine the best course of action or solution to resolve the problem.
- Knowledge of federal, state, and local laws, rules, codes, and regulations related to occupational safety and industrial training.
- Knowledge of teaching and training techniques, methods, theories, and procedures.
- Knowledge of occupational hazards and safety methods, programs, policies, procedures, and safety equipment used in road construction and maintenance work.
- Ability to maintain records, create comprehensive reports, and prepare budget proposals.
- Ability to analyze situations, draw conclusions, and make recommendations both orally and in writing.
- Ability to evaluate safety problems in the field, make determinations whether or not there are feasible solutions and, if so, then select and implement the most cost-effective solution.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to climb, balance, stoop, kneel, crouch or crawl; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, sit, stand, walk, talk or hear, and taste or smell.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, work near moving mechanical parts, work in high, precarious places, and vibration. The employee will be regularly exposed to outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.