

MAJOR FUNCTION

This is responsible specialized professional, technical and safety/environmental support position responsible for training and instructing personnel and implementing effective accident prevention programs and supporting safety/environmental procedures for the Electric Utility. An employee in this class is responsible for planning, developing, implementing and teaching training and supporting safety awareness programs for the various departments/divisions, as assigned and also supports safety/environmental program activities. Work is performed under the general supervision of a higher level professional that reviews the work through observation and evaluation of programs, reports, conferences and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, implements, coordinates, modifies and adopts a comprehensive utility training program and provides support for the safety program for the purpose of developing optimum knowledge, abilities, and skills for all departmental employees. Develops short and long-range goals for training and produces periodic status reports on progress of meeting those goals. Maintains training report records and logs and updates records of each employee's training progress for the employee's assigned area of work and identifies any deficiencies. Conducts field and classroom training programs to assist and develop employees in meeting their various craft responsibilities. Coordinates and monitors the reporting and maintenance of employee technical training, performance and test records. Develops lesson plans, conducts training for supervisory, technical and craft personnel and evaluates employee acquisition of necessary knowledge, abilities and skills to perform required work adequately and safely. Supports implementation and administration of safety programs, and inspects personnel, work locations, vehicles, and equipment for the purpose of discovering and recommending corrective actions for unsafe conditions or unsafe work practices. Assists in insuring compliance with applicable laws and ordinances concerning safety. Conducts investigations of vehicle and industrial accidents and recommends corrective or preventive actions to management. Maintains a continuous dialogue with immediate supervisor and other managers, supervisors, and employees for the purpose of sharing information that will result in improvements to the training and safety programs throughout the Electric Utility. Works with other training and safety staff to assure consistency of instruction, measurement and application of the total training and safety programs within the Utilities departments. Performs related work as required.

Other Important Duties

Maintains contact with industry consultants and outside agencies and organizations to update training programs and technology. Maintains records, prepares and summarizes reports. Maintains instructional and safety material library. Facilitates safety and training meetings to stimulate and maintain interest in safety relative to work tasks. Attends external safety and training committee meetings and represents the Electric Utility, as appropriate. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Electric Utility – Transmission & Distribution Division: Considerable knowledge of the principles, practices, and teaching techniques of employee training and safety requirements within the City and Electric Utility. Considerable knowledge of the principles and practices of installation, operation, and maintenance of equipment and facilities. Considerable knowledge of safety policies, methods, processes, procedures and equipment. Considerable knowledge of applicable federal, state, and local safety laws, policies and procedures, such as those of the Occupational Safety and Health Administration (OSHA), the National Fire Prevention Association (NFPA), the American National

Standards Institute (ANSI), the National Institute of Occupational Safety and Health (NIOSH), the American Public Power Association (APPA), the American Water Works Association (AWWA), the Florida Public Service Commission Division of Gas and Electric, the National Electric Code, the National Electric Safety Code, etc. Ability to instruct effectively and develop, plan, implement and administer technical and complex training programs of high quality. Ability to communicate effectively, orally and in writing and to speak in public and group settings. Ability to maintain records and prepare necessary reports. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of teaching aids and equipment. Ability to develop a training budget. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Electric Utility - Production Generation Division: Considerable knowledge of the background and objectives of training programs essential in the City and electrical utility field. Considerable knowledge of the methods and principles of training practices essential in the operations and maintenance of power plants. Considerable knowledge and the ability to plan, implement, and coordinate a comprehensive training program, including development and maintaining a web-based training program. Thorough knowledge and ability to instruct Apprentice and Journeyman operators and craft personnel in the principles and practices of power plant equipment and systems essential in the production, steam, simple and combined cycle systems including operation, mechanical and electrical & instrumentation maintenance, water chemistry and hydro operation and maintenance. Considerable knowledge of applicable federal, state and local laws, policies and procedures relevant to power generation facilities. Considerable knowledge and ability to perform an assessment of employees' current level of plant knowledge, training needs analysis and audit of training practices to recommend the most cost effective and efficient solution to training problems, and assessments of employee readiness for step progression. Ability to establish and maintain effective working relationships as necessitated by work. Ability to communicate effectively, orally and in writing, compiling data, preparing reports and maintaining records. Ability to speak effectively in public and plan and conduct training sessions relevant to plant employees. Ability to develop a training budget. Skill in the use of materials and equipment needed for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in engineering, industrial hygiene, safety engineering, occupational safety and health, natural sciences, environmental science, business or public administration and two years of technical or professional teaching, training, or safety program experience in the area of utilities, environment, industrial safety and health, or a related field; or possession of a high school diploma or an equivalent recognized certificate and six years of technical or professional teaching, training, or safety program experience in the area of utilities, environment, industrial safety and health, or a related field; or an equivalent combination of training and experience.

Necessary Special Requirements

Possession of a valid Class E State driver's License at time of appointment.

An employee assigned to the Purdom Power Plant, or who may be occasionally required to have unescorted access to the Port Facility portion of the Purdom Power Plant, (as determined by the General Manager - Electric and/or the Director of such employee's department), must obtain Transportation Workers Identification Credentials (TWIC) within 90-days of employment, and must maintain such credentials throughout his/her period of employment in that capacity, as a condition of continued employment.

An employee assigned to the Productin Generation Divison must be medically certified to wear a respirator and pass a respirator fit test prior to employment.

Established: 08-12-86
Revised: 10-21-86
02-15-90
05-06-04*
10-11-06
06-16-08
09-24-11