



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. Conduct quarterly training for office staff.
- Procure necessary safety-related needs of the utility for employee protection.
- Recommend and take necessary corrective action to control losses from accidents and injuries.
- Direct and assist in accident, injuries, and claims investigations.
- Conduct periodic safety inspection of facilities and work sites.
- Make certain that OSHA, TOSHA, and workers compensation requirements are in compliance as well as maintain and submit necessary records to substantiate.
- 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 prepares reports needed to resolve claims.
- Investigates vehicle damage claims and serves as point of contact for insurance adjusters.
- Administers alcohol and drug plan and ensures plan is meeting regulatory guidelines.
- Develops, coordinates and implements safety compliance training and other training as needed to minimize risk of injury and creates and maintains a high level of safety and security awareness among employees.
- Stays abreast of changes in safety regulations, practices and trends in the safety/occupational health industry.
- Other duties as assigned by the Vice President of Administrative Services.

**JOB REQUIREMENTS:**

- B.S. degree; preferably in Occupational Safety and Health, Environmental Science or a safety related discipline.
- A minimum of three years' experience in a construction/utility environment or in a related health and safety position.
- Experience conducting safety training preferably in a utility or construction type environment.
- Certification to conduct first aid, CPR, and related OSHA training desired.
- Above average verbal and written communication skills.

Qualified applicants interested in applying for this position should submit a resume by Wednesday, January 4, 2017, to:

CLEVELAND UTILITIES  
HUMAN RESOURCES  
P.O. BOX 2730  
CLEVELAND, TN 37320-2730 or email to:  
[jrunyon@clevelandutilities.com](mailto:jrunyon@clevelandutilities.com)  
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