

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 & Gas 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 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. Utilizes Subject Matter Experts to ensure the utility is compliant with all local, state, and federal regulations where employee training is mandated.

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. Oversees and administers the various Apprenticeship programs within Electric & Gas as well as the Apprentice Pre-Employment Assessment Program. 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 & Gas 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 Electric & Gas Utility. 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 & Gas Utility, as appropriate. Will seek and maintain professional certifications relevant to the industry. Performs related work as required. Attends and participates on internal committees and special projects as requested.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Common: Considerable knowledge of the principles, practices, and teaching techniques of employee training and safety requirements within the City and Electric & Gas Utility. Considerable knowledge of

applicable federal, state, and local safety laws, policies, practices, 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 Public Gas Association (APGA), the Pipeline and Hazardous Materials Safety Administration (PHMSA) the Florida Public Service Commission Division of Gas and Electric, the National Electric Code, the National Electric Safety Code, etc. Knowledge of applicable human resources rules and requirements with respect to pre-employment assessments and apprenticeship programs. Considerable knowledge in training with an ability to link city, state, and federal regulatory codes to operation and maintenance practices. Ability to instruct effectively and develop, plan, revise, 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 departmental need. Skill in the use of teaching aids and equipment. Ability to develop a training budget. Skill in the use of computers and the programs and applications necessary for successful job performance. Considerable knowledge of safety policies, methods, processes, procedures and equipment.

Power Delivery Division: Considerable knowledge of the principles and practices of installation, operation, and maintenance of power delivery equipment and facilities including, but not limited to, transmission, distribution, substation, metering and relays.

Energy Supply Division: 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.

Gas Utility Division: Considerable knowledge in the principle and practices of gas distribution operations, construction, and engineering. Experience in instructing and assessing employees in the fields of gas operations, construction, or engineering. Ability to create and maintain online learning systems such as Articulate LMS (Learning Management Systems). Strong communication skills with multiple levels of management to ensure proper instruction of personnel is attained.

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.

Individuals in this classification are considered essential during emergency and storm situations and must be able to work 16 hours per day for extended periods of time and may be required to be away from their family.

An employee assigned to the Purdom Power Plant, or who occasionally may be required to have unescorted access to the Port Facility portion of the Purdom Power Plant, as determined by the General Manager-Electric & Gas, 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 Energy Supply Division must be medically certified to wear a respirator and pass a respirator fit test prior to employment.

An employee assigned to Energy Supply must obtain within one year, and maintain for continued employment, HAZMAT and oil spill certifications within one year of employment.

An employee assigned to the Gas Utility must obtain and maintain Energy WorldNet's Master Evaluator Certification; The Florida Association of Code Enforcement's Fundamentals of Code Enforcement Certification; Red Cross CPR/AED and Basic First Aid; 16-hr FDOT Maintenance of Traffic Intermediate Level Training; and 30-hr OSHA Construction Safety Training within one year of employment.

Established: 08-12-86

Revised: 10-21-86
02-15-90
05-06-04*
10-11-06
06-16-08
09-24-11
11-09-19
06-21-22