

SAFETY COORDINATOR

Mountrail-Williams Electric Cooperative

1. Job Objectives:

The Safety Coordinator is responsible for developing, implementing, and managing MVEC's safety, risk, and compliance programs. Key objectives include:

- Developing and directing the Cooperative's safety and risk management programs to prevent or minimize injuries, illnesses, and health risks.
- Ensuring compliance with OSHA, WSI, NRECA and other regulatory standards.
- Planning and delivering safety training and educational programs for employees and the public.
- Managing insurance processes including Workers' Compensation, vehicle incidents, and liability claims.
- Overseeing accident investigations and promoting a culture of safety across MVEC.
- Working collaboratively across departments to implement loss control and safety strategies.
- Serving as a resource and advisor to management on all matters related to compliance, safety, and risk.

2. Duties and Essential Responsibilities:

Under the direction of the Operations Manager, the Safety Coordinator will:

- Identify and recommend corrective actions for safety deficiencies.
- Develop and manage annual safety budgets and work plans.
- Ensure compliance with all applicable safety standards and regulations (OSHA, RESAP, DOT, etc.).
- Conduct regular safety inspections across all MVEC facilities and job sites.
- Investigate safety incidents and near misses; develop reports and recommend corrective actions.
- Be available for after-hours accident investigations when necessary.
- Maintain accurate records related to training, inspections, incidents, and compliance.
- Coordinate and lead monthly safety meetings and field audits.
- Train or coordinate training for employees in CPR, first aid, defensive driving, hazardous communication, and other safety topics
- Support NRECA safety accreditation efforts and ensure ongoing compliance.
- Develop emergency response procedures and evacuation plans.

SAFETY COORDINATOR

Mountrail-Williams Electric Cooperative

- Assist in selecting and managing personal protective equipment and tools.
- Work with Operations and other departments to continuously improve safety processes and programs.
- Provide community safety education to schools, organizations, and the general public.
- Promote a safety culture by encouraging employee engagement and continuous improvement.
- Ensure proper documentation and billing of activities, including mileage, time, and expenses.
- Perform any other duties assigned to fulfill the safety and risk management objectives of MWEC.

3. Business and Relationships:

- **Reports to:** Operations Manager
- **Direct Supervision:** Safety Technician(s)
- **Indirect Supervision:** Works closely with department supervisors, coordinators, forepersons, and employees across MWEC

4. Requirements:

- **Experience:**
 - Five years of experience in an electric utility with extensive knowledge in utility operations and activities required.
 - Prior experience in the supervision, implementation, and monitoring of OSHA and Workforce Safety programs preferred.
 - Familiarity with cooperative utilities and compliance standards is highly valued.
 - Prior supervisory experience in the electrical field, particularly in utility line construction and maintenance, is preferred.
- **Skills:**
 - Strong communication skills, both written and verbal.
 - Ability to design and deliver effective training materials using various formats.
 - Self-motivated, with strong planning, organizational, and leadership abilities.
 - Technical understanding of safety procedures, accident prevention, and regulatory compliance.
 - Proficiency in computer software (Microsoft Office, databases, etc.).

SAFETY COORDINATOR

Mountrail-Williams Electric Cooperative

- Ability to work independently and within a team environment.
- Fair, consistent, and objective enforcement of safety policies.
- **Certifications:**
 - A valid and current North Dakota driver's license is required.
 - Current first aid and CPR certifications or ability to obtain.
 - Safety-specific certifications (OSHA, NRECA, etc.) are preferred.
- **Physical Requirements:**
 - Must be in good physical health to perform essential job functions. Reasonable accommodation will be considered for individuals with disabilities.
 - Must be physically able to conduct inspections, investigations, and attend off-site training and meetings.
 - Work may involve field visits in varying weather conditions and terrains.
- **Additional:**
 - The candidate must reside near Williston, North Dakota, to respond to emergency calls and ensure operational readiness.

5. Disclaimer:

- This job description is intended to outline the primary duties and responsibilities but is not exhaustive. Employees may be required to perform additional duties as necessary.
- MWEC reserves the right to modify or change job duties, responsibilities, or work schedules based on operational needs or accommodation requirements.

Approved by: Matt Glueckert

Date: 10/3/2025