

SAFETY AND EMPLOYEE DEVELOPMENT SUPERVISOR

PURPOSE AND NATURE OF WORK

Positions in this class works with Supervisors, Managers, and Director to develop, implement, and maintain comprehensive safety and employee development training programs, managing all associated records and materials. Train and supervise staff in the implementation of such programs. Manage and evaluate third party training platforms and administer contracts for such. Work directly under the Director of Utilities.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any one incumbent necessarily perform all of these duties).

- Develop, implement, conduct, and maintain comprehensive safety training programs new hires and continuing training through employees' careers. Work with Division personnel to acquire knowledge applicable to various positions; create, improve, conduct and implement safety training programs, consulting with various national, regional, and local agencies as needed to analyze and ensure LUS training is up to standards.
- Ensure that development staff is trained per National Transportation Safety Board (NTSB), National Electric Safety Code (NESC), Occupation Safety & Health Adm (OSHA), American Public Power Association (APPA), LA Dept of Health (LDH), and other relevant safety entities, as well as internal LUS safety policies. Train subordinate employee development personnel to hold safety training sessions throughout LUS. Facilitate subordinates to conduct professional development training.
- Supervise development staff, handling all personnel administrative work and ensuring staff is performing optimally.
- Prepare annual safety training plan including onboarding of all new employees, and position specific plans for existing employees, with details of methods and facilities. Oversee scheduling of and preparations for trainings prepared and/or performed by incumbents.
- Identify discrepancies between training and subsequent performance, initiate remedial changes, and work with time sensitive tasks. Relay reporting of employees' training records to Supervisors, Managers, and Director.
- Oversee the coordination of training progress and certification with a training pay progression administered with the Civil Service and Budget Offices. Work with LDH to approve classes for water and wastewater license hours where applicable.
- Oversee scheduling of and organization of all employee meetings for safety recaps, Major Storm Table Top, and other meetings required by Director of Utilities.
- Oversee database of records for employees where maintenance of certifications for Professional Development Hours (PDH) training records are recorded.
- Maintain contracts with training platforms and ensure platforms are provided needed tools to successfully track and train LUS employees. Review external training programs for applicability to the LUS's needs.
- Oversee the development and maintenance of a reference library of training manuals, audio/visual aids, and other educational materials.
- Oversee the development, organization, and monitoring of programs to increase morale and productivity.
- Participate in work groups and committees to improve processes for employees and LUS.
- Recommends and justifies the Safety and Employee Development Division's budget.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of employee safety and training program design and training techniques for online courses, instructor-led in-person sessions, and online platforms.

Considerable knowledge of techniques used to effectively communicate policy and procedural information to employees.

Knowledge of applicable personnel law and applicable safety standards of relevant agencies and internal policies.

Ability to supervise subordinate staff and handle personnel administration.

Ability to communicate effectively and make instructive presentations to large groups, small groups, and individuals.

Ability to assess safety and employee development needs, design and implement training programs, and evaluate training effectiveness and take corrective actions as warranted.

Ability to create and implement comprehensive annual safety training plan.

Ability to develop and maintain records and prepare and deliver oral and written reports.

Ability to establish and maintain effective working relationships with City-Parish officials, employees, and external agencies.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree with a concentration of coursework in Personnel Administration, Business Communication, Education or related field; considerable experience in developing and implementing safety training programs in the areas of electric, water, and wastewater operations; thorough understanding of and experience with safety requirements as specified by agencies referenced above;

experience in employee development or relations, personnel administration, group training, and/or online learning; experience in supervisory role; or an equivalent combination of training and experience.

SPECIAL NECESSARY REQUIREMENT

Obtain a HAZWOPER 40-hour course certification prior to appointment.