



TELECOM TRAINING & SAFETY PROGRAM MANAGER

Position Title: Telecom Training & Safety Program Manager Reports To: Telecom Training & Safety Board of Directors Location: Bismarck, ND FLSA Status: Exempt
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General Summary

The TT&S Program Manager is responsible for the establishment and promotion of a safe, accident free, and healthy work environment for all member companies. The Program Manager also directs and coordinates activities to obtain optimum efficiency and economy of TT&S Program operations. This position is also responsible for the planning, coordinating, training and marketing of the Program as directed by the Board of Directors.

Essential Job Functions

- Promotes the TT&S Program to enhance image and encourage new membership.
- Directs and coordinates TT&S programs to effectively accomplish goals and objectives by efficient use of operating funds.
- Assists member companies to formulate general safety policies which comply with local, state, and federal OSHA rules and regulations.
- Inspects or tours member company facilities to detect existing or potential accident and health hazards and recommends corrective and preventive measures where indicated.
- Develops, conducts or coordinates training programs in response to member needs including all aspects of various job types within member companies.
- Promotes “safety first” environment
- Conducts safety orientation for new employees
- Keeps informed of new developments in the telecom industry and maintains a reference library for member use.
- Responsible for all other duties as assigned.

Job Knowledge, Ability and Skills

- Knowledge of telecom operations, subscriber service concerns, and regulatory requirements.
- Knowledge of TT&S policies, procedures, and member services
- Knowledge of Microsoft Office Suites
- Ability to make sound decisions using information at hand
- Knowledge of OSHA regulations and common terminology
- Ability to compile long-and short-range plans and budgets, and coordinate several and varied work

operations simultaneously

- Possess excellent supervisory and project management skills

Education/Experience:

4 year degree or equivalent work experience and 2-5 years of Management and/or Supervisory experience preferred. Effective verbal and written communication skills; presentation and proven training skills; and strong computer skills are required. Utility safety experience preferred. Successful teaching, computer literacy, or similar program promotion experience helpful.

Licensure/Certification: Certified Safety Manager certification, CPR Instructor certification, OSHA, and Project Management Professional certifications desirable.

Communications:

Maintains close working relationship with member companies. Prepares reports for TT&S Board of Directors. Establishes and maintains good rapport with vendors, industry representatives, and the general public.

Evaluation:

Performance evaluation of this position is based upon quality of work, quantity of work, communication skills, decision making/problem solving abilities, reliability/dependability/initiative/work habits, and attitude.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer/device screen and various reports.				X
Communication: Must be able to communicate with co-workers and clients.				X
Movement: Must be able to move around work areas and other assigned duties.				X
Climbing/Stooping/Kneeling: Must be able to ascend and descend ladders. Must be able to position self to perform maintenance and other assigned duties.			X	
Lifting/Pulling/Pushing: Must be able to lift at least 50 pounds regularly from floor to waist, occasionally overhead, and move heavy equipment.		X		
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.