



**Position Title** Regional Safety Coordinator SGEI (Safety Group East Iowa)

**Reports To** Director of Member Services

**Employment** Full-time

**FLSA Status** Exempt

## **Workplace Introduction**

IAMU represents more than 750 municipal electric, gas, water, and broadband utilities statewide, and maintains a marketing relationship with more than 185 associate member businesses. IAMU represents its members before the Iowa Legislatures, administers mutual aid programs, offers job training and safety programs, co-sponsors the Iowa Public Agency Investment Trust, and sponsors the Safety Group Insurance Program.

## **Position Purpose**

This position is the safety services resource for SGEI members in Cedar, Linn, Johnson, Muscatine, and Scott counties, and provides them with services including training, process development, and compliance. Candidate must reside within counties of service.

## **Job Functions**

- Build relationships with member utilities to provide appropriate services
- Design and customize written safety plans and processes
- Develop and facilitate safety training as appropriate
- Assist members with regulatory compliance
- Attend training to stay up to date in safety regulations and best practices
- Represent the organization in public appearances
- Collaborate with IAMU team members to provide consistent service
- Create materials and communications for members
- Prepare reports and documentation as necessary
- Other duties as assigned

## **Knowledge Requirements**

- Bachelor's degree in Occupational Safety or related field
- 5+ years experience in safety (at least 70% of experience in preventative measures, such as creation of safety plans, training, etc.)
- Knowledge of federal and state safety regulations
- Experience facilitating training sessions
- Ability to utilize a variety of A/V presentation equipment
- Proven customer service skills, demonstrating an ability to listen, understand, and respond appropriately to feedback
- Excellent communication skills, both written and verbal
- Ability to work independently, self-motivated in achieving deadlines
- Advanced Word, Excel, and PowerPoint skills
- Valid Iowa Driver's License

## Physical Requirements

<b>Pushing</b>	Push up to 60 pounds to open/close vehicle doors. Push or pull up to 26# at 7-53" to access filing cabinets.
<b>Pulling</b>	Pull up to 60 pounds to open/close vehicle doors. Push or pull up to 26# at 7-53" to access filing cabinets.
<b>Climbing</b>	Climb up to 15 steps ranging from 13 to 23 inches to get in and out of vehicles, use ladders and step stools.
<b>Standing</b>	Stand for up to 7.5 hours per day.
<b>Walking</b>	Walk throughout various parks, fields, and grounds.
<b>Sitting</b>	Sit for up to 3 hours at a time to complete deskwork, drive, etc.
<b>Lifting</b>	Lift up to 40-pound tools and equipment from floor to 32 inches.
<b>Carrying</b>	Carry various equipment weighing up to 40 pounds up to 50 feet at a time.
<b>Gripping</b>	Grip up to 10# (wide grip) to pull files from cabinet at 7-53".
<b>Pinching</b>	Pinch up to 5 pounds bilaterally to handle small parts and tools.
<b>Low-level Work</b>	Low-level kneeling activity for up to 5 minutes to perform various duties.
<b>Above-Shoulder Work</b>	Lift up to 10-pound part from 0 to 75 inches.
<b>Hand Coordination</b>	Hand coordination for writing, using keyboard and telephone, as well as operating various equipment and tools.

## Compensation and Benefits

- \$56,000 to \$79,000 per year
- Paid vacation, sick leave, and 11 holidays
- Health, dental, and vision insurance options
- Medical and dependent care FSAs
- Identity theft and legal service coverage
- 401(k) plan with 6% company contribution
- Company paid short- and long-term disability
- Company paid and optional life insurance
- Casual work environment

Iowa Association of Municipal Utilities is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex (including pregnancy), gender identity, sexual orientation, age, disability, national origin, veteran status or any other legally covered protected category. All employment decisions are based on qualifications, merit, and business need.

To apply, please email resumes to Erica Kirkland at [ekirkland@iamu.org](mailto:ekirkland@iamu.org).