

REGIONAL SAFETY COORDINATOR SEISG (Re-Post open 8-10-2020 until 8-24-2020)



Background

The Iowa Association of Municipal Utilities (IAMU) is seeking a Regional Safety Coordinator SEISG (South East Iowa Safety Group) to fill a full-time position to provide safety services and support to one of our safety groups in south east Iowa. IAMU is located in Ankeny, Iowa, IAMU is a trade association serving cities that operate electric, gas, water and/or broadband utilities in Iowa. The association's 25-acre state-of-the-art training & office complex includes an 11-acre Safety and Training Field.

Job Summary: provide direct assistance and consultation to the Safety Services department that includes, but not limited to training, developing/customizing written plans and processes for IOSHA compliance, reviews, audits, and site assessments; assisting members to comply with regulations. Representing IAMU in public appearances; working with IAMU staff members on matters of common concern; and, performing such other duties as deemed appropriate. **The person selected will be expected to live in one of the following Iowa counties: Henry, Lee, Washington; in the geographic proximity to the safety group members.**

Minimum Qualifications: safety related four-year college degree or equivalent safety or training work experience in area of safety service.

Knowledge/Skills/Abilities

- Excellent communication skills, both verbal and written required. Customer service skills demonstrating an ability to listen, understand and respond to external and internal customers' needs in a timely manner.
- Ability to present in a classroom environment.
- Ability to perform a variety of computer functions along with audio / visual equipment. Must be proficient in Microsoft Word, Excel and PowerPoint.
- Strong organizational skills, exceptional attention to detail, demonstrated experience in detail-oriented tasks requiring a high degree of accuracy, analytical and problem-solving skills required.
- Ability to multi-task and work with various staff with multiple deadlines.
- Team player with passion, drive and the ability to self-start and work with limited supervision.
- On occasion, duties will require more than 40-hours a week. There could be occasions that the position may require evening and weekend work if an incident investigation arises.
- Hold and maintain a valid Drivers License.
- Be able to attain any license, certificate or endorsement that might be required for the position, at IAMU's expenses.
- This position requires travel within the geographic area of the safety group. Reporting site will be the assigned safety group facilities with occasional meetings at IAMU offices in Ankeny.

Physical Demand Summary

Essential Function	Physical Demands
Pushing	Push up to 60 pounds to open/close vehicle doors. Push or pull up to 26# at 7-53" access filing cabinets.
Pulling	Pull up to 60 pounds to open/close vehicle doors. Push or pull up to 26# at 7-53" to access filing cabinets.
Climbing	Climb up to 15 steps ranging from 13 to 23 inches to get in and out of vehicles,

	use ladders and step stools.
Standing	Stand for up to 7.5 hours per day.
Walking	Walk throughout various parks, fields, and grounds.
Sitting	Sit for up to 3 hours at a time to complete deskwork, drive, etc.
Lifting	Lift up to 40-pound tools and equipment from floor to 32 inches.
Carrying	Carry various equipment weighing up to 40 pounds up to 50 feet at a time.
Gripping	Grip up to 10# (wide grip) to pull files from cabinet at 7-53”.
Pinching	Pinch up to 5 pounds bilaterally to handle small parts and tools.
Low-level Work	Low-level kneeling activity for up to 5 minutes to perform various duties.
Above-Shoulder Work	Lift up to 10-pound part from 0 to 75 inches.
Hand Coordination	Hand coordination for writing, using keyboard and telephone, as well as operating various equipment and tools.

Salary \$56,000-\$79,000 based upon experience. Transportation will be covered either by mileage reimbursement or a company supplied vehicle. Join a team of dedicated professionals who take pride in delivering exceptional service to our members. If you are interested in sharing your experience and knowledge, you are encouraged to apply for this opportunity. IAMU offers an excellent benefit package and is an Equal Opportunity Employer. The successful candidate will be required to pass a post-offer pre-employment criminal background check and a drug and alcohol test.

Please submit cover letter, resume and references to: (Add to email subject line and cover letter “Regional Safety Coordinator SEISG”)

Dawn Hyler, Director of Finance
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