

Safety and Security Coordinator

Appalachian Electric Cooperative (AEC) is a Rural Electric Cooperative serving parts of Jefferson, Grainger, Hamblen, and Sevier counties in East Tennessee. We currently have an opportunity for an Safety and Security Coordinator in our New Market, Tennessee office. AEC offers a highly competitive total compensation package.

The Safety and Security Coordinator is responsible for safety, health, environmental and regulatory compliance of the Cooperative to ensure the safety and security of Cooperative employees, its members and property.

Job Qualifications

- A minimum of two (2) years of post-high school training from an accredited school in occupational safety and health or other comparable degree curriculum, or completion of an equivalent course of study from an accredited vocational/technology school, with emphasis on occupational safety and health
- Any equivalent combination of experience and training which provides the required skills and abilities
- Completion of the OSHA 30-Hour General Industry Course
- 5 years experience in a safety and/or security role
- Knowledgeable of regulatory compliance
- Experience administering a safety and/or security program
- Prior experience with a utility desirable

Essential Job Functions

- Direct the Cooperative's safety and security program, including development and administration of safety and security procedures, rules, and policies, to ensure safe working conditions and regulatory compliance for the Cooperative and its employees
- Manage Cooperative environmental programs related to hazardous wastes and right-to-know programs including maintaining and submitting Tier II compliance documents
- Conduct routine safety and security audits and inspections to ensure established procedures and standards are being followed and are in compliance with Cooperative, OSHA/TOSHA and other required regulatory agency policies
- Administer Hazard Communications Program and Safety Data Sheets (SDS) ensuring required processes, training, manuals and systems are implemented and kept up to date
- Responsible for submitting and maintaining all documentation for safety and environmental issues, inspection reports, accident and incident investigations and safety training logs
- Responsible for the implementation, maintenance and upkeep of physical security measures, access controls and surveillance

- Develop security initiatives based on an appropriate risk management methodology
- Respond to after-hours incidents involving safety, security or risk related issues as well as other emergencies

Resumes should be submitted to jobs@aecoop.org

Appalachian Electric Cooperative is an Equal Opportunity Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status.