

Job Title: Senior Safety Officer (Electric Services)**Location:** Service Center**Department:** Safety**Job Status:** Full-Time**Reports To:** Safety Manager**Job Grade:** 912**Pay Status:** Non-Exempt**Work Setting:** On-Site**Date Created/Updated:** 6/15/2025

Position Summary

Senior Safety Officer (Electric Services) Identifies safety risks, monitors company safety program and policies to ensure personnel are safety conscious and adhere to NBU safety guidelines and practices in all situations. Provide safety training and conducts incident investigations and provides recommend corrective actions. Performs work of an independent nature, provide safety training and utilizing professional judgment in assessing risk, reviewing work practices and determining best practice, achieving compliance with OSHA regulatory standards, APPA Safety Standards and NBU's safety policies, processes with an emphasis on Electric Services, perform training on job specific task and manage the on-boarding training for new hires, Apprentices, Journeymen, and Lead Journeymen. This position is responsible for conducting field audits, hazard analysis and presenting finding and recommendations to Management.

Essential Duties & Responsibilities**TRAINING RESPONSIBILITIES**

- Conduct Safety Incident investigation and provide recommended corrective actions.
- Interpret and explain NBU's policies, procedures, codes, specifications, and ordinances
- Formulate teaching outline and determine instructional methods
- Evaluate and provide technical training on new and existing standards
- Perform field audits to ensure proper standards are being followed and provide constructive feedback
- Participate in the selection or development of technical training with an emphasis on Electric Services
- Performs safety site inspections primarily for Electric Services across the company, documents unsafe conditions, safety hazards, and brings them to the attention of the Safety Manager and leadership.
- Responds to work sites to ensure the employee is safe and taken care of; inspects the site, gathers information / investigative data, and recommends any changes to improve future safety
- Documents and tracks safety-related incidents, accidents, and injuries, and assists with conducting investigations as directed.
- Ensures that work sites have all the required safety, first aid, and fire prevention equipment needed and that the equipment is in good working condition.
- As needed, maintains, distributes, and demonstrates the use of personal protective equipment issued to NBU personnel.
- Perform yearly training on job-specific training, processes, and safe work techniques
- Present topics and programs at safety meetings based on APPA and other necessary issues.
- Create training to present to NBU staff by APPA and OSHA safety standards.
- Perform new employee onboarding, and documentation as needed
- Collaborates with Learning and Development Departments for training purposes
- Utilize professional judgment in assessing risk, reviewing work practices and determining best practices.
- Providing training while achieving compliance with regulatory standards and NBU's safety policies
- Become a trainer in select topics such as: CPR/First Aid, bucket truck instructor, digger derrick instructor, confined space instructor, driving instructor, and others as directed.

JOURNEYMAN KNOWLEDGE

- Knowledge of transmission and distribution design and construction standards, with the ability to read and understand maps and drawings
- Demonstrate the ability to locate and identify underground utilities
- Understanding of all NBU and APPA Safety guidelines, resulting in the ability to work on energized and de-energized conductors and equipment.
- Understanding of all NBU and APPA Safety guidelines
- Understand and explain the Distribution circuit switching
- Ability to identify hazards when responding to trouble calls.
- Ability to locate faults and electrical issues
- Knowledge of Source Controls and Electrical Equipment: Sub Station Breakers, Oil Circuit Re-closures, Capacitor banks, Transformer Banks, and Fuses

ADDITIONAL DUTIES

- Responsible for effective communications with NBU employees, customers, and vendors
- Assist, communicate, and cooperate with other divisions within NBU
- Mentor and direct NBU employees with training, leadership qualities that reflect NBU's Core Values.
- Appropriately handle confidential information and act within the practices of NBU's Handbook.

ADMINISTRATIVE FUNCTIONS

- Responsible for effective customer service to include the use of independent judgment in making decisions for handling customer issues or inquiries
- Responsible for filing and retention of division records; serves as Records Management Liaison
- Creates correspondence, forms, and reports
- Perform special projects and duties as assigned
- Smart Sheets administrator (must be able to learn Smartsheet)

GENERAL RESPONSIBILITIES

- Maintain regular attendance; leave schedule should be managed to not interfere with the ability to accomplish tasks, including special projects and assignments with deadlines
- Adhere to NBU safety guidelines and practices at all times and in all situations
- Maintain a clean and safe work area, office, field site and vehicle as applicable
- Develop & maintain effective skills for communications with co-workers, customers and the public
- Maintain strict confidentiality of safety issues, business, employee and customer information in written and oral communications and safeguard sensitive documents
- Adhere to NBU policies and procedures
- Exemplifies NBU Core Values of Integrity, Stewardship, Team, Culture and Safety
- Participate in and support initiatives to reach annual NBU Performance Measures

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: High School Diploma/GED

Field of Study: General Studies

Work Experience Time Frame: 7 years or more

Other: [Click or tap here to enter text.](#)

Certification and Licensure Requirements

- Class 'A' Texas Commercial Driver's License is required.
- DOL Certification or Equivalent Journeyman training

Other Minimum Qualifications

[Click or tap here to enter text.](#)

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

Click or tap here to enter text.

Experience with Machines, Tools, Equipment and Other Work Aids

Aerial units - bucket trucks, pressure digger, digger derrick, cranes, wire and pulling equipment, vector, skid loader, backhoe, forklift, dump trucks. fault locating equipment, limb chipper, air compressor, generators, chainsaws, hydraulic tools

Physical Demands

Standing: Constantly

- ☒ Making Presentations
- ☒ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Frequently

- ☒ Computer Keyboard
- ☒ Telephone Keypad
- ☒ Calculator
- ☒ Calibrating Equipment

Walking: Frequently

- ☒ To Other Departments/Office/Office Equipment
- ☒ Around Worksite

Lifting: Frequently

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Carrying: Frequently

- ☒ Supplies
- ☒ Equipment
- ☒ Files

Sitting: Frequently

- ☒ Desk Work
- ☒ Meetings
- ☒ Driving

Reaching: Frequently

- ☒ For Supplies
- ☒ For Files

Handling: Frequently

- ☒ Paperwork
- ☒ Monies

Kneeling: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Rarely

- ☐ File Drawers
- ☒ Equipment
- ☒ Table and Chairs
- ☐ Hose

Climbing: Frequently

- ☒ Stairs
- ☒ Ladder
- ☒ Step Stool
- ☒ Onto Equipment

Vision: Constantly

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

Foot Controls: Occasionally

- ☒ Driving
- ☒ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Frequently

- ☒ On Ladder
- ☒ On Equipment
- ☒ On Step Stool

Bending: Occasionally

- ☒ Filing in Lower Drawers

Other: Click or tap here to enter text.

- ☒ Retrieving Items from Lower Shelves/Ground
- ☒ Making Repairs

Crouching: Occasionally

- ☒ Filing in Lower Drawers
- ☒ Retrieving Items from Lower Shelves/Ground

Crawling: Rarely

- ☒ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Frequently

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☒ Listening to Equipment

Twisting: Occasionally

- ☐ From Computer to Telephone
- ☒ Getting Inside Vehicle

Talking: Frequently

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

aggressive Customers)						
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Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Vehicle, Outdoors/Field

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☐ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☒ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly
- ☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date