

	<b>Non-Bargaining Unit Job Posting</b>		<b>Post: Internal/External</b>
<b>DIVISION: Electric Transmission &amp; Distribution</b>		<b>DEPARTMENT: Electric Construction &amp; Maintenance</b>	
<b>JOB TITLE: Trainer, Safety &amp; Process</b>		<b>SALARY GRADE: Technical, Grades 5-6 (\$52,100-\$87,500)</b>	<b>MAX # OF OPENINGS: 1</b>
<b>Summary of Duties:</b>	Plans, coordinates and facilitates training and instruction in ECM, Electric Test Group, Customer Account Reps. (CARS) and Primary Metering in substations and generation facilities. Trains staff on plant operations and duties. Provides safety training for, ECM, Electric Test Group, CARS and Primary Metering and contractors. Monitors operations and maintenance work practices and provides coaching and direction that assures work is being done in a safe, effective manner.		
<b>Essential Functions:</b>	<ul style="list-style-type: none"> <li>• Leads ECM, Electric Test Group, CARS and Primary Metering trainees in operational training programs.</li> <li>• Develops with Operations Supervisor new procedures.</li> <li>• Develops and coordinates safe work practices in conformance with BWL and other applicable standards.</li> <li>• Coordinates and tracks the investigation of incidents, hazards and near-miss events.</li> <li>• Provides recommendations for corrective actions as a result of incidents, hazards or near-miss events and tracks implementation.</li> <li>• Coordinates and facilitates safety awareness programs.</li> <li>• Designs, develops and maintains courses and programs to refresh and update employees on work related skills.</li> <li>• Monitors the training processes to determine degree of trainee advancement and recommends remedial activities when appropriate.</li> <li>• Coordinates with organizational safety and training committees to insure adherence to BWL safety procedures.</li> <li>• Designs, develops and maintains program/courses to provide employees with the skills required to perform their work.</li> <li>• Interacts with federal, state and local agencies, other utilities and community organizations to exchange information and address safety concerns.</li> <li>• Performs other duties as necessitated by job responsibilities, or as assigned by manager.</li> <li>• Attends all training for safety awareness and/or skills improvement as required by Supervisor, BWL or governmental agency, such as MIOSHA.</li> </ul>		
<b>Job Specifications:</b> • Knowledge • Skills • Abilities	<p><b>EDUCATION:</b> This position will require an Associate in Electrical Theory or equivalent. Must have at least four years in the electrical field or an equivalent combination of education and experience.</p> <p><b>EXPERIENCE:</b> This position requires a minimum of three to five years of previous electrical experience. Vast knowledge of training and presentation, with one to three years' experience.</p> <p><b>SUPERVISORY RESPONSIBILITIES:</b> This position may support management or supervisors occasionally.</p> <p><b>CERTIFICATES, LICENSES, OR REGISTRATIONS:</b> State of Michigan Electrical Journey Certificate or previous electrical background.</p> <ul style="list-style-type: none"> <li>• Knowledge of electrical testing and grounding.</li> <li>• Knowledge of the electrical workings of related devices.</li> <li>• Broad knowledge of training and utility facilities, equipment, supplies, and techniques.</li> <li>• The successful candidate must have broad knowledge of training and utility facilities, equipment, supplies and techniques and the ability to apply mastery of skills in the training field, through supplier or vendor training and workplace safety.</li> <li>• Must have excellent verbal/ written communication skills.</li> <li>• Must demonstrate basic level proficiency in Microsoft Word, Excel, and Outlook.</li> <li>• Must have demonstrated management and project management skills.</li> <li>• Must have a valid driver's license and acceptable driving record.</li> <li>• Ability to ensure compliance with MIOSHA, arc flash ratings.</li> <li>• Ability to enter and retrieve data from computerized, typed and written sources.</li> <li>• Ability to be on call as required.</li> <li>• Ability to plan, direct and manage the work of others, organize, plan and prioritize projects, identify problems and propose and implement solutions, conduct group presentations, grasp and communicate complex issues covering a wide range of disciplines.</li> </ul>		
<b>Physical Requirements:</b>	While performing the duties of this job, the employee is regularly required to sit, use hands to handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers.		
<b>Working Conditions:</b>	The noise level in the work environment is usually moderate to loud.		
<b>To Apply:</b>	Email resume, cover letter, and application to <a href="mailto:bwjjobs@lbwl.com">bwjjobs@lbwl.com</a> with <i>Trainer</i> in subject line, or mail to: Human Resources, Attn: <i>Trainer</i> , P.O. Box 13007, Lansing, MI 48901. BWL job applications are available at <a href="http://www.lbwl.com">www.lbwl.com</a> . Deadline for submission is May 28, 2019.		