



Safety & Training Manager

Reports To: Executive Director

The Safety & Training Manager is responsible for the overall administration, coordination, and advancement of the Indiana Municipal Electric Association's safety, technical training, and apprenticeship programs. This position serves as the primary resource for member utilities in matters relating to safety education, workforce development, regulatory compliance, and technical skills training. The manager works closely with member utilities, instructors, consultants, regulatory agencies, and industry organizations to ensure training programs meet current industry standards and support the operational needs of the membership.

Essential Functions

The Safety & Training Manager plans, organizes, and conducts the Agency's monthly safety and training meetings and develops the annual training calendar for member utilities. This includes coordinating instructors, training locations, educational materials, and participant communications while ensuring that training opportunities are relevant, timely, and aligned with industry best practices. The position is responsible for administering apprentice workshops and lineworker continuing education programs, including registration management, participant correspondence, program supervision, and evaluation of training effectiveness.

A significant responsibility of the position is the administration of the apprenticeship program. The Safety & Training Manager maintains all required records and documentation, including registrations, progress reports, and compliance filings with the U.S. Department of Labor. The incumbent works closely with apprentices, supervisors, and member utilities to monitor progress and ensure adherence to program standards and requirements.

The Safety & Training Manager continually evaluates and updates safety and technical training curriculum to reflect changes in utility operations, safety regulations, technology, and industry standards. This includes researching emerging trends, developing instructional materials, and recommending new training opportunities that enhance workforce development and improve member utility performance.

The Safety & Training Manager works closely with the Member Services & Communications Manager and IMEA Associate Members to identify and expand training opportunities for member utilities. This collaboration includes leveraging the specialized knowledge, technical expertise, industry experience, and resources of Associate Members to enhance existing programs and develop additional educational and technical training opportunities that provide value to the membership.

The position is responsible for facilitating and managing the Agency's Safety & Training Committee. Duties include preparing meeting agendas, coordinating committee activities, documenting proceedings, distributing meeting minutes, and maintaining committee records. The Safety & Training Manager also provides leadership in identifying safety initiatives and training priorities that support the Association's strategic objectives.

The Safety & Training Manager prepares and administers the annual Safety & Training budget, monitors expenditures, and recommends program investments that provide value to the membership while maintaining fiscal responsibility. The position maintains accurate records of all training activities, certifications, attendance, and program outcomes and prepares reports as requested by Association leadership.

In support of member communications, the Safety & Training Manager develops content for training announcements, registration materials, and promotional publications. The position assists with articles and educational content for Agency newsletters, magazines, and electronic communications and works closely with the Member Services & Communications Manager to promote safety awareness and participation in training programs.

The Safety & Training Manager represents the Association at conferences, training events, and industry meetings and may assist with presentations and educational programs at Association-sponsored functions. Through these activities, the position fosters relationships with member utilities, industry partners, training providers, and regulatory organizations while promoting the Association's safety and workforce development initiatives.

The incumbent performs other duties and special projects as assigned by the Executive Director and contributes to the overall mission of the Association by supporting member services and organizational objectives.

Qualifications

The successful candidate should possess a thorough understanding of electric utility operations, occupational safety practices, technical training methods, and apprenticeship program administration. Candidates must have a minimum of **ten (10) years of experience as a Journeyman Lineman**, with demonstrated knowledge of distribution system construction, maintenance, troubleshooting, and safe work practices.

Strong organizational, communication, presentation, and leadership skills are essential, along with the ability to work effectively with a diverse membership and manage multiple projects simultaneously. Experience in utility operations, safety management, training administration, workforce development, apprenticeship programs, or related leadership roles is preferred.

Knowledge of OSHA regulations, utility safety standards, apprenticeship program requirements, and adult learning principles is highly desirable. The ability to develop and deliver technical training programs, facilitate meetings, prepare budgets, and build productive relationships with member utilities, regulatory agencies, and industry organizations is essential.

A valid Class A driver's license and the ability to travel throughout Indiana and occasionally outside the state for meetings, training events, mutual aid, and industry conferences are required.

How to Apply

Interested applicants should forward their resume, salary requirements, and any questions regarding the position to the IMEA Executive Director for consideration.

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