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**Springfield Utility Board is recruiting for a Risk & Safety Administrator**

**DIVISION:** General Management

**REPORTS TO:** Human Resources Manager

**STATUS/HOURS:** Non-Exempt / Non-Union / Full Time / M - F / 8:00 – 5:00

**HOURLY RANGE:** $45.60/hr. - $53.66/hr. (position will start at $45.60/hr.)

**POSTING DATE:** Friday, March 1, 2024

**CLOSING DATE:** Sunday, March 31, 2024 at 11:59 p.m.

###  *Applications must be received or postmarked by 11:59 p.m. on the closing date.*

**JOB DESCRIPTION**

Please read the [RISK & SAFETY ADMINISTRATOR (subutil.com)](https://www.subutil.com/wp-content/uploads/RiskSafetyAdministrator.pdf) job description prior to applying for this position to learn the Major Responsibilities of the positionandthe required Minimum Qualifications. The job description also lists the Physical and Mental Requirements for the position.

**MINIMUM QUALIFICATIONS**

* Minimum four years of recent experience in all aspects of developing, administering and implementing employee safety programs.
* High school diploma or equivalent
* Associates degree or equivalent college coursework in business or public administration, human resources administration, occupational safety and health or risk management.
* Bachelor’s degree in related field preferred.
* Documented recent training in applicable safety related topics to demonstrate current knowledge regarding safety laws, regulations and practices.
* Three years professional experience in occupational safety and health or related field preferred.
* Work experience in a construction company or electric utility is preferred
* CUSP, ASP or Certified Safety Professional (CSP), Certified Safety & Health Manager (CSHM), CPR/First Aid Certification Trainer preferred

**SUBMITTING YOUR APPLICATION MATERIALS**

**The following application materials are required:**

1. ***Applications can be submitted online at:***

[Current Job Opportunities | Sorted by Job Title ascending | Springfield Utility Board Careers (governmentjobs.com)](https://www.governmentjobs.com/careers/subutil)

1. ***Cover Letter***
2. ***Resume***

*SUB encourages all qualified individuals to apply. SUB is committed to cultural diversity, equity and inclusion, and does not discriminate on the basis of any protected status, including disability and veteran status.*

**ABOUT SUB**Springfield Utility Board is an independently operated municipal electric and water utility governed by a locally-elected board. Serving 25+ square miles in and around the City of Springfield, Oregon (pop. 55,000), the utility offers its customers some of the lowest water and electric rates in the Pacific Northwest. SUB is a customer-owned community resource. Like other customer-owned utilities, SUB has a three-pronged mission: to provide excellent customer service, to keep rates low and affordable, and to support the community it serves. SUB achieves this because, unlike privately held utilities which look to provide profits to investors, SUB is owned by and responsible to the people it serves. And, because SUB is an independent agency, and not a department of the city, all of the rates paid go directly back into operating the utility.

SUB is a great place to work! Our employees are valued, respected and appreciated for their skills, knowledge and the diverse backgrounds that they bring to SUB. We’re proud of our talented employees and their accomplishments to make SUB the best and most cost-effective utility we can be!

**THE COMMUNITY**Springfield is a family-friendly community located in the south Willamette Valley and nestled between the McKenzie and Willamette Rivers, both known for excellent fishing. The Eugene-Springfield metropolitan area is easily accessible by Interstate 5 and Oregon’s second largest airport. The region is home to several colleges, including the University of Oregon, and provides activities for a wide variety of interests, including performing arts, sports, and outdoor recreation.

**SUB’S MISSION**

The Mission of the Springfield Utility Board is to provide safe, reliable, cost-effective utility related services to the citizens and businesses of the Springfield community.

In providing these services:

SUB’s five-member governing Board will require the principles of cost-effectiveness and continuous quality improvement to be applied to all programs, functions and projects conducted by SUB, in recognition of SUB’s long-term responsibility to deliver services.

In addition to providing the types of services that meet customers’ utility needs, SUB shall also strive to:

1. Keep the costs of its services affordable;
2. Provide for prudent financial reserves;
3. Ensure that all services offered and provided by SUB meet or exceed the community’s standards for quality & safety;
4. Continue to study opportunities and pursue options that provide value to SUB’s customers.

The Board believes that SUB’s mission is best accomplished through a strong team relationship between the Board and management. This partnership will provide consistency of purpose and direction to the organization and empowers employees to continue to build the kind of organization necessary to meet customers’ utility needs.