

# HEATH CONSULTANTS INCORPORATED

## JOB DESCRIPTIONS

### RESPONSIBILITIES:

1. Serve our customers and exceed their expectations because they are our first priority.
2. Profit and Loss responsibility for training departments.
3. Review and recommend updates/corrections in Heath internal education, training and safety programs. Maintain Heath Field manual by input from appropriate departments.
4. Manage, direct, conduct and measure effectiveness of national, on-site seminars and in-house training programs.
5. Work with Business Units to develop the promoting and sales of revenue generating seminars, including developing new material that fulfills the customer's needs.
6. Represent the Corporation on appropriate national and regional trade associations by presenting papers, demonstrating equipment and participating on committees.
7. Conduct training programs for Heath personnel. Maintain training records of personnel and report status of training to appropriate individuals. Participate in the preparation of the Heath Field Testing Program.
8. Monitor regulatory requirements that will affect Heath field performance. Make recommendations that will keep the company in compliance with all federal, state, and local DOT/EPA regulations.
9. Perform annual audits of each Heath facility and submit recommendations to assure Heath is in compliance and not in a position to be fined or otherwise penalized.
10. Schedule all regulatory inspections for certificate to operate by regulatory personnel. Report findings and make recommendations for necessary change.
11. Maintain records relative to all above functions to confirm in these areas Heath can validate compliance, establish an accessibility chain should the Director not be available and the information is required.
12. Act as advisor on safety related issues for the corporation.
13. Perform other duties as required by supervisor.

### EDUCATION:

High school diploma or equivalent required, 2-year college degree preferred

### EXPERIENCE:

Minimum of 5 years with utility operations experience or equivalent.

### SUPERVISION OF OTHERS:

Directly supervises Corporate Instructors and Education Coordinator.

### CONTACTS:

Internal - All Heath personnel.

External - Regulatory agencies, customers and vendors.

### ADDITIONAL REQUIREMENTS/SKILLS:

Must have strong communication skills and be computer literate.

Submit Resumes & Cover Letters to:

William Luttrell

[w.luttrell@heathus.com](mailto:w.luttrell@heathus.com)