



City of Naperville
Employment Opportunity

Job Title:	Safety Specialist – Electric (1018)
Closing Date:	When Filled
Salary:	\$74,020.50 to \$81,422.55 per year
Job Type:	Full-Time
Location:	Naperville Municipal Center, 400 S Eagle St, Naperville, Illinois
Department:	City Managers Office

Job Description:

The City of Naperville seeks a Safety Specialist – Electric to serve as the primary safety resource supporting Naperville’s electric utility operations and construction activities. This position partners with employees to conduct field inspections, strengthen hazard identification and job planning, develop and maintain electric utility safety procedures, coordinate and deliver targeted training, and support incident/near miss investigations and corrective action management. The role emphasizes practical, field-ready risk controls applicable across electric utility environments including contractor oversight. Serves as a liaison between City safety and electric operations to promote consistent, practical, and field-ready safe work practices.

Naperville’s public-sector operations are covered under the Illinois OSHA-approved State Plan (Illinois Department of Labor, Division of Occupational Safety and Health), and work activities are subject to applicable OSHA requirements. Additionally, Naperville follows the American Public Power Association (APPA) Safety Manual.

The anticipated hiring range for this position is \$74,020.50 to \$81,422.55 per year commensurate with credentials and experience. The Pay Grade for this position is E235. For additional information, [click here.](#)

Responsibilities:

- Conducts routine field inspections/observations for electric distribution operations, substations, metering, automation & control, engineering, switching activities, and utility construction work. Documents findings and tracks corrective actions to closure.
- Partners with supervisors and crews to identify hazards and recommend practical risk controls and corrective actions that can be implemented in the field.
- Develops, revises, and maintains written safety procedures, safe work practices, and supporting forms/checklists for electric utility operations.
- Reviews and strengthens job planning and job briefings (tailboards) for high-risk or non-routine work; provides coaching to supervisors and crews to improve hazard recognition and control selection.
- Participates in and/or facilitates Job Hazard Analyses (JHAs), Job Safety Analyses (JSAs), and risk assessments for new, changing, or non-routine tasks, equipment, processes, and work methods. Develops and delivers targeted safety training and briefings aligned with electric operation needs and coordinates training with departmental resources as needed.
- Supports monthly safety meetings by developing, reviewing and/or delivering content and reinforcing key safety expectations.
- Conducts and/or supports incident and near-miss investigations; applies root cause methods and ensures corrective and preventive actions are defined, assigned, tracked, and verified for effectiveness.
- Serves as a liaison to employees and supervisors by providing responsive guidance, mentoring, and credible field support to improve compliance and safe work performance.
- Provides technical input for PPE and equipment readiness expectations (selection, use, inspection, and care) aligned with task hazards and operational conditions.
- Supports contractor safety interfaces on electric projects by helping align safety expectations, reviewing field conditions, and verifying safe work practices.
- Maintains records and documentation associated with inspections, training, corrective actions, and program activities for compliance and historical purposes.
- Prepares reports on safety activities, inspection findings, training participation, and corrective action status as directed.
- Coordinates with the Safety Manager and departmental leadership to support safety goals, leading indicators, and continuous improvement activities aligned with Naperville’s safety program roadmap.
- Performs all other duties as assigned.

Note: The Safety Specialist – Electric position requires routine field presence and may include walking on uneven surfaces, climbing stairs/ladders, and working outdoors in varying weather conditions while wearing appropriate PPE. Work may require exposure to dirt, drafts, fumes, noise, electrical hazards, and/or extreme temperatures.

Qualifications:

Required:

- Bachelor's degree in safety, engineering, industrial technology, construction management, or a related field.
- Five (5) years of experience supporting safety in electric utility operations, electric distribution, substation operations, and/or utility construction (or an equivalent combination of education and experience).
- Equivalent combinations of education and experience may be substituted.
- Demonstrated experience conducting site inspections and hazard assessments and developing practical corrective actions.
- Demonstrated experience developing, revising, and maintaining written safety procedures and/or programs.
- Training experience (development and delivery).
- Valid State of Illinois Driver's License.

Preferred:

- Safety certification such as CSP, CIH, or CUSP.
- Strong working knowledge of OSHA regulations applicable to Electric utility operations.
- Strong working knowledge of APPA Safety Manual.
- Ability to identify risks and recommend practical, field-ready solutions.
- Persuasive communication and mentoring skills with credibility among line crews.

Additional Information:

The City of Naperville, Illinois is a dynamic community of 153,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

[Click here](#) to learn more about the benefits offered by the City of Naperville.

APPLY ON-LINE AT:

<http://www.naperville.il.us/careers/>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.

[CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.