



PUBLIC UTILITY DISTRICT NO. 1 OF
GRAYS HARBOR COUNTY, WASHINGTON
Job Description

POSITION TITLE:	Safety and Environmental Director		
PURPOSE OF POSITION:	Manages the District's safety and environmental programs, training, and regulatory compliance.		
REPORTS TO:	Operations Director		
DEPARTMENT:	Operations	SUPERVISES:	N/A
SALARY LEVEL:	14	FLSA:	Exempt
UNION AFFILIATION:	None		

DUTIES AND RESPONSIBILITIES

Safety Programs Management and Training

- Develops, coordinates, and implements safety programs that contribute to a safe and healthy work environment for all employees.
- Coordinates with various organizations to assure the District's compliance with all local, state, and federal safety regulations and District safety procedures and processes.
- Ensures supervisors and employees are aware of changes in safety rules or procedures and understand any impacts to their responsibilities.
- Administers the District's Accident Prevention Program.
- Ensures all accidents, incidents, injuries, and near misses are promptly and thoroughly investigated, documented, and analyzed. Identifies and recommends corrective actions to prevent recurrence.
- Enforces safe work practices and conducts safety audits as required for compliance with the District's safety program and state and federal laws.
- Conducts inspections of District and contractor facilities and properties, crews and work areas, and equipment to observe safety of work practices, procedures, and conditions. Documents results, identifies discrepancies, and develops plans to correct identified deficiencies.
- Manages and oversees the District's Flame Resistant (FR) clothing program.
- Conducts customer/contractor and public awareness safety orientations, including completion of the District's safety orientation checklist.
- Follows all aspects and regulations to ensure employee exposure to chemicals and other industrial hygiene impacts are mitigated, to include providing training and maintaining the District's Safety Data Sheet (SDS) database.
- Promotes employee safety awareness by coordinating training and seminars, training of employees to meet regulatory requirements, and preparing and evaluating training materials and programs for presentation at safety meetings.
- Provides safety-related training in skills and safe work habits. Maintains accurate safety training records.
- Develops and promotes a respectful and professional relationship with the Washington State Department of Labor and Industries (L&I), especially the high voltage section.
- Participates in all District safety meetings, and state and regional utility safety forums.
- Conducts safety demonstrations for schools, fire districts, or other organizations that could benefit from a presentation on the hazards of electricity.
- Assists in developing public safety awareness programs.

Environmental Programs Management and Regulatory Compliance

- Ensures District compliance with local, state, and federal environmental laws and regulations.
- Maintains an understanding of changing environmental regulations and reports on their impact to the District as needed.
- Manages and oversees the District's oil-filled equipment disposal and oil spill clean-up process, and reporting requirements.
- Coordinates the District's response to bird strikes and other avian-related matters as needed.

Miscellaneous Administrative Activities

- Assists with the administration of the District's drug testing program.
- Participates in the update and development of departmental protocols and practices.
- Assists in the development of departmental goals and objectives and the departmental budget.
- Recommends and coordinates the purchase of job-related equipment, materials, and supplies as needed, maintaining high standards within the budgetary allowance.
- Maintains and submits pertinent records as required.
- Serves on assigned committees and projects, including the Apprenticeship Committee.
- Participates in call duty for coordinating work and/or emergency response during other than regular work hours.

QUALIFICATIONS

Knowledge, Skills, and Abilities (KSAs)

- Thorough knowledge of applicable laws, codes, and accepted safety practices relating to electrical utility work.
- Knowledge of all aspects of underground and overhead transmission, distribution, and substation systems.
- Thorough knowledge of materials and equipment and standard construction practices and procedures.
- Demonstrated ability to communicate effectively orally and in writing with all levels of the organization, outside agencies, contractors, commissioners, and the public.
- Knowledge of investigation and record keeping techniques and procedures.
- Thorough knowledge of local, state, and federal safety and environmental laws and regulations.
- Knowledge of environmental policies related to electric utilities.
- Demonstrated ability to provide effective leadership; and manage and coordinate complex functional areas, personnel, projects, facilities, equipment, and supplies.
- Ability to learn and ensure compliance with District programs, policies, and procedures.
- Demonstrated ability to analyze and solve problems using independent and discretionary judgment.
- Ability to properly handle confidential information and material.
- Ability to keep time and material records.

Education and Experience

- A Bachelor's degree in Industrial or Environmental Safety, Environmental Science, Risk Management, or closely related field; and
- Three (3) years experience in the electrical power industry. OR
- Ten (10) years experience of progressively more responsible diversified electrical power utility construction, repair work, and safety and regulatory compliance, or a combination of equivalent experience and education.

Preferred Qualifications

- Experience in the coordination of various aspects of utility work.
- Valid Washington State Traffic Control Card.
- Valid Washington State Commercial Driver’s License, Class A.

Other Requirements

- Valid Washington State Driver’s License and must qualify for the District’s auto liability insurance.
- Valid First Aid/CPR Card.

WORKING CONDITIONS

- Duties are performed in an office environment and field locations, during daylight hours and at night. Field locations expose the incumbent to varying weather conditions, including temperature extremes, and on various types of terrain.
- This position generally involves District contact at hours other than normal business hours.
- Individual may be exposed to conditions and hazards from obstacles, heights, and open trenches associated with construction sites.
- Work may be performed in proximity to electrical high voltage lines and equipment.

PHYSICAL ACTIVITIES

- Hand-eye coordination is necessary to operate personal computers, various office equipment, machinery and equipment associated with fieldwork, and motor vehicles.
- Operation of a motor vehicle occurs on various road conditions, including hazardous situations due to weather conditions.
- Individual must be able to traverse all types of terrain, climbing over limbs and debris.
- Individual may lift boxes and other materials associated with office work, not to exceed fifteen (15) pounds (non-essential).
- The incumbent frequently uses a cellular phone and two-way radio.

Review and Approval of Job Description			
By signing below, I agree the job duties described above accurately reflect the work performed by this position.			
Steve Easton Supervisor/Department Head	(Signature)	E-SIGNED by Steve Easton on 2020-08-24 22:38:14 GMT	Date August 24, 2020
Dave Ward General Manager	(Signature)	E-SIGNED by Dave Ward on 2020-08-25 23:04:10 GMT	Date August 25, 2020
Received by Human Resources (Initial and Date)			
A.R.			August 25, 2020