



# Pend Oreille County Public Utility District

An Equal Opportunity Employer

## Safety Manager

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<b>Department/Location:</b>	Safety/Newport	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Director of Compliance, Safety, Engineering, & Technology	<b>Grade:</b>	10
<b>Supervises:</b>	N/A	<b>Revision Date:</b>	04/01/2020

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### **Job Description:**

Responsible for implementing and managing the safety program and other safety functions of the District in compliance with all facets of WAC, OSHA, WISHA, L&I and DOT safety regulations.

### **Essential Functions:**

- Implement the District's Safety Policy as approved by the Board of Commissioners.
- Maintain the District's Accident Prevention Program and all supporting documents.
- Represent the District in collective bargaining with the IBEW with regards to complex regulatory interpretations, disciplinary and grievance issues, safety concerns, and monetary incentives.
- Lead disciplinary investigations and hearings related to safety violations, documenting each in a timely manner.
- Thoroughly investigate all safety regulations and make recommendations regarding crew size, scope of work determinations, and other safety matters.
- Actively participate in District policy development.
- Chair the Safety Steering Committee.
- Conduct New Employee Safety Program on-boarding and indoctrination.
- Support safety awareness and compliance by providing safety training programs and information communications for all employees.
- Identify and maintain certifications in accordance with WAC, OSHA, WISHA, DOT and L&I regulations.
- Maintain lists of safety certifications, and required periodic training for all employees, and issue reminders prior to expirations. Assist employees with scheduling of such trainings.
- Identify and ensure delivery of required initial and reoccurring safety training in accordance with WAC, OSHA, WISHA, DOT and L&I regulations.
- Ensure all District employees are fully trained in safe work practices and first aid commensurate with their job responsibilities.
- Ensure appropriate safety records and documentation are maintained to demonstrate compliance with WAC, OSHA, WISHA, DOT and L&I compliance.
- Prepare and post agenda and meeting minutes for all safety meetings and safety steering committee meetings.
- Manage, track and report on accident, incident and industrial illness reporting.
- Conduct initial, formal and root-cause incident investigations, produce comprehensive written reports, identify mitigations, and implement and track completion.
- Provide statistical information to help ensure the continuous improvement of District safety programs.
- Promote a positive safety culture and esprit de corps at the District.
- Adminstrate the District's Safety Awards Program.
- Monitor safety related regulations and industry standards, projecting impact to the District, and implement appropriate actions to maintain compliance.
- Ensure assessments of safety documentation, work practices, job performance, tools, equipment, and first-aid supplies are regularly completed and are in compliance to statutory obligations.



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- Review driver qualification files and lists of qualified personnel to ensure compliance with DOT regulations.
- Ensure drug and alcohol screenings are completed consistent with HR and DOT requirements.
- Create and maintain confined space qualification files and lists of qualified personnel, including rescue teams, in compliance to WAC, OSHA, WISHA and L&I regulations.
- Create and maintain hazardous spill response qualification files and lists of qualified personnel, including spill response teams, in compliance to WAC, OSHA, WISHA and L&I regulations.
- Maintain a hearing protection program & maintain records in accordance to WAC, OSHA, WISHA and L&I.
- Maintain, submit and file, as needed, annual OSHA 300 & 300a reporting.
- Maintain knowledge of all environmental, hazardous material and clean-up regulations and advise District Staff as appropriate to ensure compliance with all requirements including handling, disposal, control, and documentation of hazardous materials.
- Maintain current knowledge of air quality and water quality standards as they may be applied to generation facilities.
- Develop, maintain, and implement required Spill Prevention Control and Countermeasure plans and Material Safety Data Sheet records.
- Prepare other reports as required for compliance regarding to the handling of hazardous materials (e.g.: PCB inventory and control, Right to Know Policy, etc.).
- Review and report on hazardous material considerations associated with the design and maintenance of substations, buildings, storage yards, and other District facilities.
- Monitor the safety practices of contractors when performing work for the District.
- Maintain and administrate the District's fire retardant clothing program.
- Ensure the District maintains an Emergency Management Plan and Disaster Recovery Plan and coordinate that plan with local, state and Federal emergency management organizations.

### **Other Duties:**

- Must work directly or indirectly with District customers, emergency response personnel, vendors, and contractors on a regular, ongoing basis. Must provide a high level of professional, prompt, efficient, accurate, courteous, and reliable service in such a manner as to reflect favorably on the District and to ensure high quality service to District customers.
- Understand and demonstrate a commitment to the P. U. D.'s mission, vision, core values, and strategic plan.
- Adhere to and enforce all safety policies and procedures. Promote a safe work environment for all employees, contractors, and customers, in order to ensure a reliable workforce and an educated community.
- Be respectful of all employees and customers, listening to their requests and understanding their needs.
- Act as a responsible steward of public assets and trust. Foster open and honest communications, listen, and understand other perspectives.
- Foster teamwork and promote unity of the District and its departments.
- Perform other duties as assigned.

### **Education, Experience, & Training Required:**

- Bachelor's Degree in Industrial Safety, Industrial Hygiene, Safety Engineering or a related field preferred.
- Certification as a Certified Utility Safety Professional preferred.
- Demonstrated experience in administrating, designing and conducting adult education.
- Demonstrated skill proficiency in Microsoft Office tools and SharePoint.
- Minimum of 5 years of experience in the electric utility industry.



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- Interpersonal skills including clear and concise communication both in writing and verbally.
  - Ability to use independent and discretionary judgment; manage confidential information.

### **Knowledge/Skills Requirements:**

- Strong working knowledge of applicable WAC, OSHA, WISHA, L&I and DOT regulations.
- Working knowledge of Federal Motor Carrier Safety Rules, Washington Commercial Motor Vehicle Laws and Commercial Driver Rules.
- Working knowledge of FERC, NERC, WECC, ANSI, ASTM, NFPA, IEEE standards affecting the utility industry.
- Proficiency in performing accident investigations and root-cause analyses.
- Ability to identify deviations or infractions of Federal, State or company safety rules.
- Ability to apply federal, state and local environmental regulations, hazardous materials handling, project management, and contracting are required.
- Must possess and maintain a current CPR/First Aid Card.

### **Other requirements if box is checked:**

- Valid driver license
- CDL Endorsement
- Professional license or registration
- Post-offer drug test
- Post-offer background check
- Apprenticeship or other education/training required as a condition of employment, progression or advancement

### **Physical Requirements:**

- Most working time is split between sitting or standing/walking in a controlled office environment and outdoor areas exposed to seasonal changes in weather, including moderate to extreme temperature changes and winds.
- Frequent trips to other District work sites and other locations for project work, meetings, training, etc.
- Frequent use of a computer and exposure to terminal screens.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequently handle material of moderate weight, up to 25 pounds and occasionally 35-50 pounds.
- There is occasional exposure to hazards or risk of injury that are primarily protected against or predictable.
- Typically requires use of one of more senses of medium intensity and long duration.
- Under regular pressure to meet deadlines, perform tasks with a high degree of accuracy, process a large volume of work and resolve issues related to business needs of the District.
- Outside the office, employee will be required to wear Personal Protective Equipment (PPE) such as hard hats, insulated gloves, earplugs and respirators according to the requirements of the environment or the particular task.



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**Approvals:**

_____ <b>Employee</b>	_____ <b>Date</b>
_____ <b>Manager</b>	_____ <b>Date</b>
_____ <b>Human Resources</b>	_____ <b>Date</b>
_____	_____

Public Utility District No. 1 of Pend Oreille County is a publicly owned municipal corporation organized under the laws of the State of Washington. The primary purpose of the PUD is the efficient generation, transmission and distribution of electrical energy. The PUD serves the residents of Pend Oreille County and operates on revenues from the sales of its utility services. Employment at Pend Oreille County Public Utility District is at-will. This job description is not a contract of employment. Signing of this document is an acknowledgement of responsibilities assigned to this position.