POSITION TITLE: Safety and Environmental Director

PURPOSE OF POSITION: Assure that District personnel are thoroughly trained and knowledgeable of safety regulations and regulatory requirements.

REPORTS TO: General Manager

SUPERVISES: None

SALARY LEVEL: 12

FLSA Exempt

ESSENTIAL JOB FUNCTIONS

A) Safety & Training

Assist in the development, coordination, and implementation of safety programs that result in a safe and healthy work environment for all employees.

Promote a cooperative and productive spirit between the District and various public and private sector organizations to assure the District is in compliance with all local, state, and federal safety regulations and company safety procedures and processes.

Ensure District supervisors and employees are aware of any changes in safety rules or procedures and that individual responsibilities are communicated and understood.

Ensure all accidents, incidents, and injuries are promptly and thoroughly investigated, documented, and analyzed. Corrective actions to prevent the same and similar mishaps will be implemented promptly. Follow-up will be made until action items are closed.

Analyze near misses and determine if corrective action is necessary.

Promotes employee safety awareness by coordinating training and seminars. Prepare and evaluate training materials and programs for presentation to employees safety meetings.

Participate in all District safety meetings and the Apprenticeship Committee.

Provide safety related training in skills and safe work habits, which will reduce accidents and injuries.

Systematically inspect all District crew work areas and equipment to observe safety of work practices, procedures, and conditions. Document all discrepancies and develop plans to correct these deficiencies. Site inspections include all District and contractor facilities and properties.

B) Regulatory Compliance

Ensure compliance with all local, state, and federal environmental laws and regulations. Ensure that proper records are maintained for the District.

Maintain an understanding of changing environmental regulations and report on their possible impact on the District.

Coordinate training of District employees to meet all regulatory requirements. Maintain accurate safety training records.

Advise General Manager and others, as appropriate, of environmental regulations and their impact to the District at federal, state and local levels.

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Conduct periodic inspections on the crews to determine proficiencies. Document results and establish training programs to correct any deficiencies.

Be available for emergency response after normal working hours.

Assist in the administration of the drug-testing program when necessary.

C) Public Safety

Conduct safety demonstrations for schools, fire districts, or any organization that could benefit from a presentation on the hazards of electricity.

Assist in developing public safety awareness programs.

Assist in Drug Testing program, when needed.

QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of applicable laws, codes and accepted safety practices relating to electrical utility work.

Thorough 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, public and outside agencies, contractors and District supervisors, department heads and commissioners.

Knowledge of investigation and record keeping techniques and procedures.

Thorough knowledge of local, state, and federal safety and environmental laws and regulations.

Ability to properly handle confidential information and material.

Demonstrated ability to analyze and solve problems using independent and discretionary judgment.

Ability to keep time and material records.

EDUCATION AND EXPERIENCE

These qualifications are those usually exhibited by a person with a Bachelor degree in Industrial or Environmental Safety, Environmental Science or Risk Management plus three (3) years experience in the electrical power industry; or, at least ten (10) years experience of progressively more responsible diversified electrical power utility construction, repair work and safety and regulatory compliance.

Experience in the coordination of various aspects of utility work is desirable.

OTHER REQUIREMENTS

Must possess a valid Washington State driver's license and a Commercial Driver's License, Class A. Must qualify for the District's auto liability insurance.
Must possess a valid First Aid/CPR Card.
Must possess a valid Washington State Traffic Control Card.
This position generally involves District contact at hours other than normal business hours.

**WORKING CONDITIONS**

Work is performed in an office and outdoor setting. Outdoor activities take place in all weather conditions, including temperature extremes; during daylight hours and at night; and on various types of terrain.

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 and machines; machinery and various 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).

Sufficient hearing and voice is required to frequently communicate by pager, cellular phone, and two-way radio.