



Environmental Specialist I

Job Code	20000939	Job Family	Regulatory & Compliance	Professional / Knowledge Worker	
Department	Environmental Affairs	Reports to	Mgr Environmental Affairs	Union Status	Non-Represented
FLSA Status	Non-Exempt	Pay Grade	2055	This Job is a Lead	No
Last Updated	12/1/2022				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Successfully learn and perform the basic technical and environmental support work related to the planning, design, maintenance and operations associated with the District's utility work. This work will assist the District in complying with federal, state, and local environmental laws and regulations, including regulated materials management, workplace environmental health, spill response and remediation, used product recycling, planning support for utility work in or near wetlands and sensitive areas, site assessments for environmental conditions and hazard mitigation, bird injury prevention and response, erosion and sediment control and assistance to projects in review under the Washington State Environmental Policy Act.

Accountabilities

Accountability #1

Foster culture of caring, mutual respect and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by creating a positive safety culture, a culture where all employees feel respected valued and cared for and similar responsibilities.

Accountability #2

Promotes sustainability that demonstrates the District's stewardship and value of the natural environment by providing information, technical assistance and consultation to customers, employees, general public and governmental agencies regarding the District's environmental activities, policies and programs regarding project impacts, hazardous substances, regulatory compliance, mitigation measures, and accident prevention to reduce employee and public exposures to hazardous conditions and similar responsibilities.

Accountability #3

Foster customer trust and confidence in the quality of District utility operations, environmentally sustainable utility services and regulatory compliance by assisting project leaders in the planning and design phase, visiting project jobsites to preview site conditions, work in progress, provide support to field crews performing, construction, maintenance or emergency response work, assisting with obtaining permits or approvals in compliance with regulatory requirements as necessary, and similar responsibilities.

Accountability #4

Learns and assists with leveraging technology and process improvements to deliver outstanding value

to our customers by partnering with District departments to proactively communicate and practice lifecycle cost-control asset management and environmental compliance for hazardous substances and regulated materials from planning, to in-service use, and with end of life recycling or disposal. Assists with the preparation of technical specifications and scope of work for consultants and contractors based on pre-established standards or guidance from department staff or the Project Leader and assists with contract administration for department projects, and similar responsibilities.

Accountability #5

Support the achievement of the highest level of employee and community trust in how the District manages compliance by creating, maintaining, reviewing and analyzing records, reports, and other documents as required by applicable law and regulation within areas of responsibility. Tracks and records various metrics and environmental performance indicators across District operations. Performs assignments that utilize readily available procedures and standards and similar responsibilities.

Accountability #6

Support the achievement of the highest level of employee and community trust in how the District manages compliance by assisting and learning to supervise oil and hazardous substance spill response activities. Contributes to meeting compliance and reporting obligations through conducting environmental assessments and studies, sampling, testing and evaluation of soils, water, other materials, electromagnetic fields and other environmental conditions, interprets results in environmental site assessments, spill & remediation projects and for other projects assessing materials and field conditions for hazardous conditions, environmental compliance, customer service support and similar responsibilities.

Accountability #7

Maintain transparency and the trust of our customers and stakeholders in the management of environmental affairs by conducting basic electric and magnetic field (EMF) surveys and providing EMF information to employees, customers and agencies as needed. Successfully completes assigned tasks within established schedules. Establishes goals, objectives, priorities and schedules on assigned projects, and similar responsibilities.

Accountability #8

Accountability #9

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Environmental Health, Environmental Science, Engineering, or other Technical or Scientific field relating to environmental matters.

Preferred Education and Experience:

Educational background in the environmental sciences with special emphasis in the environmental health and occupational health sciences.

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Washington State Driver's License
Hazardous Waste Operations and Emergency Response certification (HAZWOPER)

Preferred License(s) and/or Certification(s):

Certified Erosion & Sedimentation Control Lead certification (CESCL)
Asbestos Hazard Emergency Response Act Inspector Certification (AHERA Inspector)

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

- Basic principles and practices of applicable environmental programs.
- Technical applications of environmental practice.
- Customer relations techniques.
- Computers and applicable computer applications.
- Accident prevention and safe work practices.
- District’s mission, objectives, values and business drivers.
- Learn federal, state, and local laws and regulations pertaining to environmental requirements, reporting, best practices and other matters.
- Work in a team environment with a strong customer focus on both internal and external customers.
- Plan and organize work, incorporating changing District priorities.
- Learn and proficiently use various technologies applicable and available at the District in performing assigned tasks and projects.
- Learn and apply District policies and procedures.
- Assist in training other department personnel in the area of expertise.
- Communicate effectively both orally and in writing with all levels of the organization, with customers, outside agencies and other entities.
- Maintain environmental records and prepare reports.
- Drive District vehicles.
- Use independent and discretionary judgement.
- Perform soil, water and other material sampling procedures.
- Think logically, be organized and attend to details.
- Apply continuous improvement practices to improve business value and reduce waste.

Preferred Skills and Abilities:

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication

- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List

Frequency

Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Occasional (11-33%)
Work on ladders	Seldom (1-10%)
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Occasional (11-33%)
Work above shoulders (note specific activity in open text box below)	Seldom (1-10%)
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Constant (67-100%)

Operate foot controls	Occasional (11-33%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Seldom (1-10%)
Work rapidly for long periods	Never
Use close vision	Seldom (1-10%)
Use distance vision	Constant (67-100%)
Use color vision	Constant (67-100%)
Use peripheral depth perception	Constant (67-100%)
Speak	Constant (67-100%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Seldom (1-10%)
Work alone	Seldom (1-10%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Frequent (34-66%)

Comprehension

	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)

Reasoning

	Frequency
Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Frequent (34-66%)

Organization

	Frequency
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Seldom (1-10%)
Direct work activities of others	Seldom (1-10%)

Resilience	Frequency
Work under pressure	Occasional (11-33%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Occasional (11-33%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Occasional (11-33%)
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Seldom (1-10%)
Exposure to animals	Seldom (1-10%)
Working with angry customers	Seldom (1-10%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.