



Lead Safety Specialist

Job Code	20001030	Job Family	People Operations & Culture	Professional / Knowledge Worker	
Department	Sec Serv Bus Continuity	Reports to	Sr Mgr Safety Sec & Emrg MGMT	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2058	This Job is a Lead	Yes
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

Under the direction of the Sr Manager, Safety Security and Emergency Management, leads the Safety functions of the District, developing and executing comprehensive, proactive safety strategies that drive the shared safety culture and our District values into all areas of the organization. Oversees a team of Safety Specialists and ensures the coordination of their efforts.

Accountabilities

Accountability #1

Achieve the highest level of employee and community trust in how the District manages Safety by leading, motivating, and fostering a safety-conscious culture in the workplace to reduce incidents and injuries, and similar responsibilities.

Accountability #2

Leads efforts to achieve the District's highest efficiency by reviewing District policies and safety practices and comparing them with industry standards and best practices, to identify areas for improvement and make recommendations, and similar responsibilities.

Accountability #3

Ensures transparent communication with District Leadership via regular reports and presentations of findings and recommendations and similar responsibilities.

Accountability #4

Increase the public's confidence in the quality of Safety by working directly with and representing the District before governmental agencies, the private sector and the public, partnering with embedded safety personnel to support their messaging.

Accountability #5

Demonstrate powerful partnership that anticipates the needs of our employees by leading efforts to ensure safety training requirements are identified and appropriately administered within the Learning Management System. Ensures embedded safety personnel and District managers/foreman have access to dashboards showing all upcoming and due training by employee, and similar responsibilities.

Accountability #6

Contribute to career growth opportunities for other Safety staff through coaching and mentoring, and similar responsibilities

Accountability #7

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 Occupational Safety, Business Administration, or related field, AND
Six (6) years of experience working directly in a safety professional position providing safety related training, inspection, and/or program development;

OR

Four (4) years of experience in customer service, project management, contract administration, or related, AND
Six (6) years of experience working directly in a safety professional position providing safety related training, inspection, and/or program development;

OR

Ten (10) years of experience as a Journeyman Lineman or Journeyman Substation Wireman (or equivalent High Voltage Journey level electrical experience), including six (6) years of experience in a safety-related function (i.e. safety committee, safety chair, or related).

Preferred Education and Experience:

Safety experience at an Electric Utility

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

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

Washington State Driver's License.

Successful completion of a professional safety certification within eighteen (18) months of assuming the position.

Successful completion of "Train the Trainer" or similar course within six (6) months from date of hire.

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

Certified in root cause analysis, accident prevention/investigation or similar.

Certified Safety Professional or Certified Utility Safety Professional.

Certified to teach First Aid and Defensive Driving.

Certified to conduct Audiometric Hearing Tests.

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Must be able to influence and drive a safety culture throughout the organization at all levels.

Must be able to communicate effectively with all levels and in all manors.

Work independently and use discretionary judgment.

Analyze all potential safety hazards, statistics, and reports.

Coaching and consulting techniques.

Group facilitation and collaboration techniques.

Interest based bargaining or other conflict resolution practices.

Safety regulations and hazards inherent to the electric and water utility industry.

Specific knowledge of applicable state and federal safety standards for electrical workers.

Electrical construction standards and work processes.

Preferred Skills and Abilities:

Experience supervising or leading personnel in multiple settings.
Experience and training in root cause analysis to prevent and/or investigate accidents.

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Manager level.

Adaptability
Aligning Performance for Success
Building Customer Relationships
Building Talent
Coaching
Communication
Continuous Improvement
Continuous Learning
Courage
Creating a Culture of Trust
Creating an Inclusive Environment
Customer Focus
Delegation and Empowerment
Driving for Results
Driving Innovation
Emotional Intelligence Essentials
Empowering Decision Making
Execution
Guiding Team Success
Initiating Action
Inspiring Others
Leveraging Feedback
Positive Approach
Professional Knowledge and Aptitude
Selecting Talent
Stress Tolerance
Technology Savvy

Physical Demands

Physical Demands List

Frequency

Sit	Occasional (11-33%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
Work on ladders	Seldom (1-10%)
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Seldom (1-10%)
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Seldom (1-10%)
Reach	Occasional (11-33%)
Work above shoulders (note specific activity in open text box below)	Occasional (11-33%)
Use Keyboard /mouse	Frequent (34-66%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Seldom (1-10%)
Operate foot controls	Seldom (1-10%)
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	Occasional (11-33%)
Use distance vision	Occasional (11-33%)
Use color vision	Frequent (34-66%)
Use peripheral depth perception	Occasional (11-33%)
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication	Frequency
Understand and carry out simple oral instructions	Occasional (11-33%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Frequent (34-66%)
Work alone	Occasional (11-33%)
Work as a member of a team	Occasional (11-33%)
Follow standards for work interactions	Occasional (11-33%)
Write communications for clarity and understanding	Occasional (11-33%)
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	Occasional (11-33%)
Retain relevant job information	Frequent (34-66%)
Reasoning	Frequency
Read and interpret data	Occasional (11-33%)
Count and make simple arithmetic additions and subtractions	Occasional (11-33%)
Use intermediate and/or advanced math	Seldom (1-10%)
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	Seldom (1-10%)
Work on several tasks at the same time	Seldom (1-10%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)

Confined/restricted working environment	Seldom (1-10%)
Vibratory Tasks – High	Seldom (1-10%)
Vibratory Tasks – Low	Seldom (1-10%)

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

Risk Conditions List	Frequency
Exposure to Heights	Seldom (1-10%)
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Seldom (1-10%)
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Seldom (1-10%)
Extreme Hot	Seldom (1-10%)
Proximity to Moving Mechanical Parts	Seldom (1-10%)
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.

Daily The Senior Manager is on call 24x7x365 to handle escalations and incidents related to systems operations supporting all critical business functions such as grid operations, contact center, customer communications (e.g., outage map), power scheduling, ECC and more. Major implementations such as Connect Up or changes being implemented into the utility model. All major technology solutions being implemented are supported by the Senior Manager and their team of technology experts. All work performed on critical systems including patching, upgrades, implementations, enhancements, and various support functions are regularly performed on nights, weekends, and holidays. The Senior Manager directly oversees or provides escalation support if issues arise and coordinates with all levels of

leadership throughout the utility.

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.