



Manager, Environmental Affairs

Job Code	20000147	Job Family	Manager/1st Level leader	Leader	
Department	Environmental Affairs	Reports to	AGM Distribution & Engineering	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2060		
Last Updated	8/29/2022				

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

Provides leadership and strategic direction to the Environmental Affairs group. Ensures the development and implementation of policies, procedures, and programs necessary to assure District compliance with local, state and federal environmental laws and regulations and to minimize customers' and employees' exposure to environmental hazards resulting from District actions.

Accountabilities

Accountability #1

Create a 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 providing employees opportunities to develop, supporting employees through change, hiring the right person for the right job, recognizing employee performance and achievements, being open to receiving, feedback from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

Accountability #2

Demonstrate continual improvement that delivers outstanding value to our customers by developing, recommending, and effectively managing budget/s, identifying, evaluating, and recommending resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

Accountability #3

Deliver exceptional value focused on resource planning by ensuring evaluation of staffing needs of the department and makes recommendations to the AGM, Distribution and Engineering Services for increases and/or decreases in staffing levels. Ensures interviews are conducted and staff selections are made to meet the Districts strategic plans and critical goals, and similar responsibilities.

Accountability #4

Ensures departmental knowledge of current federal, state and local legislation and regulations (existing and proposed) relating to environmental issues affecting the District. Ensures formal and informal communication links with other groups and agencies associated with environmental issues. Ensures Development and recommendation of District policy positions on environmental issues and legislation affecting the District. Ensures representation of District positions on environmental issues before governmental agencies, the private sector, the public, and at legislative hearings, and similar responsibilities.

Accountability #5

Maintain the public's confidence in the quality of the District's management of environmental affairs by ensuring the development, implementation and administration of District policies and procedures to assure that all applicable actions of the District receive a thorough review relative to their impacts to public health, occupational health and the environment, and similar responsibilities.

Accountability #6

Achieve the highest level of employee and community trust in how the District manages compliance by ensuring the development, implementation and administration of programs and policies for complying with local, state and federal laws and regulations regarding the safe handling, storage and disposal of hazardous and contaminated wastes and chemicals, and similar responsibilities.

Accountability #7

Maintain the public's confidence in the quality of the District's management of environmental affairs by ensuring departmental understanding of the status of electric and magnetic field (EMF) research, legislation and policies, and recommends courses of action for the District, and similar responsibilities.

Accountability #8

Deliver exceptional value to our customers through measurement and change management by ensuring measurement of departmental and District wide performance through the establishment and monitoring of relevant KPI's. Ensures advising and assisting to other departments in the implementation and change management of programs to assure compliance with health, safety and pollution control regulations, and similar responsibilities.

Accountability #9

Deliver exceptional value to our customers through fiscally responsible planning and management by ensuring development and monitoring of the Environmental Affairs department budget and work prioritization. Ensures communication to other departments of environmental regulations and programs affecting their budgets, and similar responsibilities.

Accountability #10

Maintain the public's confidence in the quality of District leadership by ensuring the management and evaluation of the performance of assigned staff including the setting of clear expectations, coaching, positive recognition, and employee accountability. Creates opportunity for employee development and training as appropriate. Ensures staff understands and complies with District Directives, safety rules and other related policies and procedures, and similar responsibilities.

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, Industrial Hygiene or other scientific field relating to environmental matters, AND

Two (2) years of experience addressing comprehensive environmental issues and working with federal, state and location regulations.

Preferred Education and Experience:

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

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

Required to effectively obtain the knowledge and perform the functions of the job and or maintain compliance.

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

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Communicate and work effectively, both orally and in writing, with all levels of the organization, outside agencies and customers.

Research, analyze and prepare technical briefs and positions on environmental issues.

Use independent and discretionary judgment.

Manage multiple projects, programs, and issues concurrently.
Handle confidential information
Provide leadership and coach.
Local, state and national environmental laws and regulations.
State Environmental Policy Act (SEPA).
Toxic Substances Control Act (TSCA).
Resource Conservation and Recovery Act (RCRA).
Comprehensive Environmental Response & Compensation Liability Act (CERCLA).
Superfund Amendment & Reauthorization Act (SARA).
Clean Water Act; Clean Air Act.
Model Toxic Control Act, state and federal PCB and dangerous waste regulations.
The Occupational Safety and Health Act (OSHA).
Washington Industrial Safety and Health Act (WISHA).
Asbestos Hazard Emergency Response Act (AHERA).
District policies, procedures, operations, and authorities.
Management and supervisory principles and practices.
Related computer applications.
Utility operations and practices.

Preferred Skills and Abilities:

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	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Occasional (11-33%)
Work on ladders	Never
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	Seldom (1-10%)
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)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never

Work rapidly for long periods	Seldom (1-10%)
Use close vision	Occasional (11-33%)
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.

Duties are performed primarily in an office environment. Incumbent may be required to work irregular hours. Travel to indoor and outdoor work sites may be required for presentations, site testing, and evaluation. Travel to indoor or outdoor work sites is required for presentations, data collection, and other duties. Exposure to chemical agents, hazardous materials and other physical stresses may occur when visiting job sites.

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	Occasional (11-33%)
Work alone	Occasional (11-33%)
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	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Occasional (11-33%)

Resilience

	Frequency
Work under pressure	Frequent (34-66%)

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.

Occasionally addressing employee behavioral issues can be very mentally demanding. Spill response during storms can be very mentally demanding.

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

Never

Vibratory Tasks – High

Never

Vibratory Tasks – Low

Never

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

Travel to indoor and outdoor work sites may be required for presentations, site testing, and evaluation. Travel to indoor and outdoor work sites may be required for presentations, site testing, and evaluation. Exposure to chemical agents, hazardous materials and other physical stresses may occur when visiting job sites.

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

Seldom (1-10%)

Extreme Hot

Seldom (1-10%)

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.

Exposure to chemical agents, hazardous materials and other physical stresses may occur when visiting job sites.

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.