



Manager, Security & Emergency Management

Job Code	20000975	Job Family	Manager/1st Level leader	Leader	
Department	Security Services & Business Continuity	Reports to	Sr Mgr, Safety, Security, & Emergency Management	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2059		
Last Updated	08/01/2023				

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 vision, leadership, management and expertise for the District's Physical Security, Emergency Management, and Business Continuity programs. Leads, develops and manages the District's security and business continuity employees, programs, plans, policies, guidelines, and directives. Investigates security incidents, including criminally related activities and performs as the District's liaison with law enforcement agencies. Establishes work priorities, staff assignments and administrative procedures.

Accountabilities

Accountability #1

Achieve the highest level of employee and community trust in how the District manages Security by leading and delivering a Security program for the District that ensures the appropriate trainings, polices, and procedures are in place to maintain compliance with Federal, State, and local work rules, standards, regulations, and policies. Work with District managers and work groups to ensure employees have the appropriate tools, equipment and materials to perform their jobs in a safe and secure manner.

Accountability #2

Ensure the District has the appropriate security resources, systems, plans, policies, guidelines and directives. Leads security program initiatives and projects consistent with District requirements and industry guidance. Ensures District is properly trained in regards to security.

Accountability #3

Ensure the District is prepared to respond to an emergency. Lead the development, maintenance, implementation and continual improvement of District emergency response and business continuity, policies, guidelines, plans and directives. Leads security program initiatives and projects consistent with District requirements and industry guidance. Ensures appropriate security, emergency response and business continuity trainings to prepare the District for emergency response.

Accountability #4

Leads and creates a culture of continual improvement that delivers outstanding value to our customers by recognizing opportunities for improved efficiency and effectiveness and working with employees to create positive change. Develops accurate budgets, track actuals and make adjustments through the year as needed and similar responsibilities.

Accountability #5

Create a culture of caring, mutual respect and trust that empowers employees to do their best work for the benefit of team members, customers, partners and stakeholders. Provide employees the opportunity

to develop through training, positive feedback and coaching. Leads positive change in the organization, recognize employee performance and achievements, be open to receiving feedback from employees and create a safe, equitable and inclusive environment. Ensures staff understands and complies with District Directives, safety rules and other related policies and procedures. Ensures department goals and objectives align with District goals and objectives. Ensures that the department is appropriately staffed, including determining the needs of the department to ensure that employee skill sets match the work, ensure the right person is hired for the right job and that the right employee is doing the right job.

Accountability #6

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:

Six (6) years of progressively more responsible experience in a utility, safety, or security field with involvement in policy decisions and implementation of policy.

Preferred Education and Experience:

Four (4) years of experience managing or supervising employees.

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

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

Washington State Driver License.

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

ASIS certification as a Physical Security Professional (PSP) or Certified Protection Professional (CPP).

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Emergency management and business continuity theory, plan development, business impact assessments and exercise design.

Project management, negotiation, relationship building/partnering, and conflict management/mediation.

Coaching and supervisory practices and techniques.

City, County, State and Federal emergency organizations and regulations

Perform accident investigation and Root Cause Analysis

Lead Emergency Response or Continuity of Operations Teams

Work independently with minimal direction

Communicate and work effectively with all levels of the organization, agencies and the public.

Exercise discretion and sound judgment in dealing with sensitive law enforcement, human resource, and customer issues

Perform security analysis and vulnerability assessments

Analyze complex problems and develop effective solutions.

Design and develop comprehensive training programs and materials
Interpret regulatory agency codes for the purpose of compliance and tracking
Apply risk and vulnerability management methodologies.

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	Frequent (34-66%)
Walk	Seldom (1-10%)
Stand	Seldom (1-10%)
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)	Never
Use Keyboard /mouse	Frequent (34-66%)
Use wrist (flexion/extension)	Never
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Frequent (34-66%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Occasional (11-33%)
Carry (note weight in open text box below)	Occasional (11-33%)
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Frequent (34-66%)
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.

Lift, Carry weight of no more than 30lbs. Equipment or boxes around the office, to a car etc. for presentations.

Mental Demands

Communication	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
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	Constant (67-100%)
Write communications for clarity and understanding	Occasional (11-33%)
Speak with clarity with others	Constant (67-100%)
Comprehension	Frequency
Read and carry out simple instructions	Occasional (11-33%)
Read and carry out complicated instructions	Occasional (11-33%)
Retain relevant job information	Constant (67-100%)
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	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Occasional (11-33%)
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	Occasional (11-33%)

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	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	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
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.

On call for security incidents
that require immediate follow up (Daily)

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.