

Chief Operating and Legal Officer



Job Code	20001123	Job Family	LEADER	Leader	
Department	Distribution & Engineering Svc	Reports to	GM/CEO	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	3078		
Last Updated	10/1/2025				

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

The Chief Operations & Legal Officer is responsible for overseeing the District's Legal Services and Distribution and Engineering Services Divisions. Within those Divisions, this role oversees the Legal Department, the District Information Governance (DIG) Office, which ensures compliance with laws, regulations, records management, and public disclosure requirements, and the Environmental Affairs Department. In addition to legal and regulatory oversight, the position leads the Distribution & Engineering Services Division, which directs the planning, design, construction, operations, and maintenance of critical infrastructure and services.

Key responsibilities include managing legal and business risk, supporting complex transactions and policy development, and coordinating emergency response efforts. The role encompasses leadership of diverse departments such as Legal Office, District Information Governance (DIG) Office, Transmission, Distribution & Substation Engineering, System Planning & Protection, GIS, Line and Substation Maintenance, Vegetation Management, Telecommunications, Real Estate, Environmental Affairs, Fleet Management, System Dispatch, Metering, Operational Technologies, and Local Offices.

Accountabilities

Accountability #1

Participate as a collaborative member of the District's Executive Leadership Team to provide strategic direction, leadership and effective management of the District's responsibilities and operations, including but not limited to reinforcing and supporting the District's culture, values and priorities, fostering innovation, and similar responsibilities.

Accountability #2

Oversee and direct all legal services for the District, the Board of Commissioners, the CEO/General Manager, and staff, including internal and external resources, consistent with the applicable rules of professional responsibility, to ensure the proficiency and quality of District legal services. Provide accurate, timely and effective legal counsel and advice to minimize legal risk and carry out the operations of the District, and fulfilling all the functions and duties of a general counsel for a Washington public utility district, and similar responsibilities.

Accountability #3

Oversee and direct the day-to-day operations of the Distribution and Engineering Services Division. Ensure the reliable, safe and efficient delivery of electric services to customers while aligning operational performance with the District's strategic priorities. Provide leadership across the department ensuring all operations comply with federal, state and local regulations.

Accountability #4

Manage, direct, and coordinate reporting on all District litigation matters, and oversee the preparation of all formal utility resolutions, contracts and other important documents, oversee the provision of legally required training such as that which applies to public records and open public meetings, and similar responsibilities.

Accountability #5

Ensure that respective departments partner with communities within the District's service territory, ensuring the development, implementation and administration of programs and policies for complying with local, state and federal laws and regulations and similar responsibilities. Ensure measurement of reliability and other 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 similar responsibilities.

Accountability #6

Overseeing the District-wide District Information Governance (DIG) Office, including but not limited to the functions of records retention and management, public disclosure, data governance, related training, privacy best practices, and cross-functional collaboration in support of best management practices for the same, and similar responsibilities.

Accountability #7

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. Ensures 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.

Accountability #8

Develop, recommend, and effectively manage budgets. Identify, evaluate, and recommend 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. Ensures communication to other departments of programs affecting their budgets, ensures fiscal responsibility throughout division and similar responsibilities.

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:

Juris Doctor, AND

Six (6) years progressively more responsible experience providing legal opinions AND advice, with three (3) of those years performing in a lead counsel capacity.

Preferred Education and Experience:

Experience with a public power utility.

Experience in the operation, engineering, maintenance and/or construction of electric transmission and distribution infrastructures

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

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

Valid Washington State Driver License with a good driving record

Active license and in good standing to practice law as a member of any bar association in the United States, with the expectation that individual will obtain Washinton State Bar Association membership within six months from the date of hire.

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

Master of Laws (LLM) or certificate in a specialized area of law, including but not limited to environmental, energy, Indian, government, employment, etc. Master of Business Administration (MBA). Utility leadership certificates.

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Legal principles and practices, including civil and administrative law and procedure;
Judicial procedures and the law of evidence;
Basic appellate practice;
Office procedures, methods, and equipment, including computers and applicable software applications;
Employment practices and procedures;
Methods and techniques of legal research;
Rules of professional conduct.
Identify and define legal issues, collect and analyze information, recommend action;
Communicate clearly, concisely, and effectively, both orally and in writing;
Perform high quality legal research;
Work with District policies and procedures;
Work with policies of the Office of General Counsel;
Analyze and accurately prepare a wide variety of legal documents;
Work under pressure and with individuals who may be challenging;
Meet deadlines;
Use time and resources efficiently;
Organize and perform multiple tasks to meet deadlines;
Establish and maintain effective and positive work relationship with groups and individuals inside and outside the office, particularly attorneys, support staff, District staff, and community;
Work independently or as part of a team, as necessary;
Work effectively across utility, departmental, and organizational lines to achieve goals;
Assist others when asked or directed;
Maintain a high level of confidentiality of records and information;
Exercise excellent judgment and tact in all relationships;
Communicate clearly, effectively, and courteously with attorneys, judges, staff, and the general public;

Respond quickly and effectively to unanticipated situations;
Uphold the highest ethical standards and commitment to professionalism in all areas of work performance and practice;
Manage and lead people;
Be courteous, professional, and honest at all times;
Comply with District Directives and policies.

Preferred Skills and Abilities:

Promote efficient operations and technological systems. Promote innovation in District processes and procedures. Exercise a high degree of tact and diplomacy. Ability to mentor staff.

Competencies

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

Authenticity
Building Customer Relationships
Building Self-Insight
Business Savvy
Coaching and Developing Others
Compelling Communication
Courage
Creating a Culture of Trust
Creating an Inclusive Environment
Cultivating Networks and Partnerships
Driving Execution
Emotional Intelligence Essentials
Energizing the Organization
Establishing Strategic Direction
Executive Presence
Financial Acumen
Inspiring Excellence
Leading Change
Optimizing Diversity
Personal Growth Orientation
Positive Approach
Sharing Responsibility (Delegating)

Physical Demands

Physical Demands List	Frequency
Sit	Constant (67-100%)
Walk	Seldom (1-10%)
Stand	Seldom (1-10%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Never
Bend/Stoop	Never
Squat/Kneel	Never
Crawl	Never
Reach	Never
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Never
Grasp (forceful)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
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	Seldom (1-10%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Seldom (1-10%)
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	Seldom (1-10%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Frequent (34-66%)
Work alone	Frequent (34-66%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Seldom (1-10%)
Write communications for clarity and understanding	Constant (67-100%)
Speak with clarity with others	Constant (67-100%)
Comprehension	Frequency
Read and carry out simple instructions	Seldom (1-10%)
Read and carry out complicated instructions	Occasional (11-33%)
Retain relevant job information	Constant (67-100%)
Reasoning	Frequency
Read and interpret data	Frequent (34-66%)
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	Frequent (34-66%)
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	Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Never

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	Never
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	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Occasional (11-33%)

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.

Chief Operating & Legal Officer is on call for advising Risk Management in the event of accidents, fires, car/pole incidents, dig-ins and other similar events; and may be on call for emergent issues that require legal advice. Frequently - 1x month 6-12 times a year

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.