

Job Title: Pipeline Safety Director

Date open/closed:

Salary: \$9,058.00-\$11,087.00/ monthly

WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION



Respect. Professionalism. Integrity. Accountability.

Help protect the consumers of Washington state!

The Washington Utilities and Transportation Commission (UTC) is seeking an authentic, collaborative leader to partner with us in creating an environment where people can thrive - one based on our purpose and values of respect, professionalism, integrity, and accountability.

The Director of the Pipeline Safety Division directs a comprehensive interstate and intrastate pipeline safety program (natural gas and hazardous liquid pipelines) that enhances the public safety through compliance inspections, technical assistance to local governments, pipeline operators, public education, and enforcement. Helping create a vision, direction, and policies for the Pipeline Safety Division and the Commission in pipeline safety.

We want to talk with leaders who are committed to building and fostering diversity, equity, and inclusion with our organization. Leaders who enjoy growing others, supporting staff to do their best work, and positioning others for their next opportunity. Both natural collaborators and direct communicators that know how to build, maintain, and leverage partnerships that drive results.

First review of applications is expected to occur on December 13, 2022 and will be ongoing. This recruitment will remain open; however, it is in the applicants' best interest to submit their application materials as early as possible. The hiring manager reserves the right to make a hiring decision at any time. This job posting may be closed at any time without notice.

About the UTC and Employer Initiatives

The UTC protects consumers by regulating the rates, services, and practices of private or investor-owned utilities and transportation companies to ensure they are safe, equitable, reliable, and affordable.

The UTC is continually recognized for its excellence and integrity as a regulatory agency, as we challenge the status quo and ourselves to ensure equitable outcomes for our customers and the people of Washington.

At the UTC, we recognize that our employees are the key to the agency's success. We are committed to our work but value balance with our personal lives. We demonstrate our commitment to employees by providing an environment that stimulates professional growth, and offers continued learning opportunities, meaningful work, and a comprehensive benefits package. For more information about benefits, please visit <http://www.utc.wa.gov/aboutUs/careers/Pages/Working-at-UTC.aspx>.

The UTC is a great place to work and has implemented several, while developing additional, initiatives that create a great working environment, including:

- We value diverse perspectives and employ people of all backgrounds. We are actively involved in promoting **equity, diversity, and inclusion** within the UTC by way of a cross-divisional, collaborative committee. The focus of the committee includes employee engagement and education; reinforcing UTC values; and maximizing the value of diversity and identifying strategies for inclusion.
- We have **modernized our workplace** with workspaces that promote creative thought, innovation, and collaboration among co-workers, and improved building security and employee safety. In response to the COVID-19 pandemic, the UTC has supported extensive mobile work arrangements across the agency.
- We support a **healthy work/life balance** by offering flexible/alternative work schedules and mobile and telework options. (Depending on job duties).
- We have a formal **mentoring program** to provide and encourage employee growth and development, while also promoting informal mentoring relationships and sharing of knowledge across the commission.
- We have a comprehensive **continuous improvement program** focused on using Lean tools and principles to solve problems and continuously improve work processes.
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For more information about the UTC, see our website www.utc.wa.gov – or visit www.twitter.com/wautc and www.facebook.com/wautc.

What will you be doing? – Duties include:

Advise the commissioners and executive managers on policies and practices needed to ensure protection of public safety related to the operations of pipelines in Washington state (both natural gas and hazardous liquid pipelines).

As needed, provide expert testimony in formal cases related to pipeline safety.

Manage the commission's relationships with the federal Department of Transportation's Pipeline Safety and Hazardous Materials Safety Administration (PHMSA). Ensure the commission program meets PHMSA's requirements for the commission when acting as an agent of PHMSA's interstate safety program. Ensure the commission's annual work plan and inspection targets meet PHMSA requirements. Monitor PHMSA's requirements as these develop or change; ensure any concerns are communicated and documented.

Represent the commission externally on matters related to natural gas and hazardous liquid pipeline safety. Maintain an active relationship and presence with key stakeholders. Share information externally about current development's and provide assistance. Provide leadership to the Washington Citizens' Committee on pipeline Safety. Represent the commission at various meetings, conferences, workshops, and formal hearing. Participate in the National Association of Pipeline Safety Representative's (NAPSR) and NARUC Staff subcommittee on pipeline Safety. Create and maintain effective working relationships with colleagues and representatives of regulated companies and others to permit collaborative problem solving and appropriate information sharing.

Plan, lead, organize and control the work performed by the Pipeline Safety program.

Supervise the Senior Pipeline Engineer and Program Operations Manager positions.

Ensure appropriate and optimum use of the organization's resources and enhance the effectiveness of employees through timely appraisal and professional development opportunities.

Manages the investigation and enforcement of Washington's dig law (RCW 19.122) including responding to and evaluating enforcement referrals from the dig law safety committee.

Develop the annual pipeline safety business plan with input of others. Ensure that appropriate and consistent progress is made carrying out the plan. Contribute to the commission's biennial strategic planning process.

Ensure that employees understand and comply with all established commission, PHMSA, and industry safety and health policies and provide the proper personal protective equipment to each employee engaged in inspection activities. Encourage staff to promptly report any unsafe working conditions or hazards. Work with the agency safety officer to provide solutions and guidance to staff in the elimination or reduction of potential workplace safety hazards and exposures.

Ensure annual safety inspection plans for natural gas and hazardous liquid pipelines are developed and carried out.

Model and support the commission's values and leadership competencies.

Support effective communications throughout the organization. Maintain the highest standards of personal, professional, and ethical conduct.

Support the state's goals for a diverse workforce.

At the agency and division levels, engage in trainings and actively engage in efforts to promote justice, anti-racism, equity, diversity, and inclusion.

The ideal candidate will have the following required qualifications:

Education and Experience:

- A Bachelor's Degree in engineering, business administration, public administration or a related field and five years' experience as a mid-level or higher manager that includes supervision of staff, making sound decisions in a timely manner, and negotiating with stakeholders on matters of mutual interest.
- Experience in developing and implementing policies and programs.

Experience beyond the five years' experience listed above may be substituted, year-for-year, for the degree.

Ability to:

- Effectively develop policies regarding program issues; develop and implement programs which address emerging issues; and make sound decisions in a timely manner.
- Effectively demonstrate knowledge and skills that allow effective leadership for an entire organizational section that provides extensive statewide consumer protection services. Long-term organizational effectiveness is critical to commission viability.
- Effectively produce long range planning of programs and resources for three to five years into the future.

Demonstration of UTC Values: (expected of all employees):

- Respect
- Professionalism
- Integrity
- Accountability

Demonstration of UTC Core Competencies (expected of all employees):

- DEI Knowledge, Understanding, & Commitment
- Self-Awareness and Commitment to Growth
- Cultivating Mutually Beneficial and Trusting Strategic Partnerships
- Inclusive Excellence & Allyship
- Measuring for Success and Improvement
- Customer Focus
- Results Focus
- Communication Skills
- Adaptability/Flexibility
- Self-Development

- Continuous Process Improvement

Equity, Diversity, and Inclusion (EDI) Competencies

- Advocates and Models our Culture and Values
- Cultivates a Shared, Strategic Vision for EDI
- Fosters Learning
- Makes the commission more accessible to underrepresented and marginalized communities
- Leads and Navigates Change
- Embraces and Embeds Inclusion in Decision-making
- Self-Development

Leadership Competencies:

- Set the example
- Strengthen yourself
- Strengthen others
- Recognize contributions
- Foster collaboration
- Envision the future
- Manage your program
- Challenge your business processes
- Challenge systems of inequities.

Although not required, preference may be given to candidates who have the following desired qualifications:

- Experience in principles and methods relating to natural gas and hazardous liquid pipeline safety.
- Experience with the principles of effective negotiation and conflict resolution.
- Experience with cultivating relationships with stakeholders and providing training, counseling, or materials for other staff in stakeholder relations.
- Knowledge of principles and methods of natural gas and hazardous liquid pipeline safety and enforcement; principles of safety regulation and pipeline industry practices; the commission's operating environment and factors affecting the natural gas and hazardous liquid pipeline industry; federal pipeline laws and rules.
- commission statutes, rules and policies; commission goals, objectives, and strategies; and principles of effective negotiation and conflict resolution.
- Skills to cultivate relationships with stakeholders in the natural gas and hazardous liquid pipeline industry.

Conditions of Employment/Working Conditions:

- Washington Administrative Code (WAC) 357-16-197 mandates that all employees who work for executive cabinet agencies (which includes the UTC) must be fully vaccinated against COVID-19. Compliance with this mandate is a condition of employment with UTC. Exemption may be granted for religious or medical purposes; however, accommodations will be subject to approval based on the essential functions required of the position.
- Local travel, mostly within Thurston County, is required to attend training and meetings. Travel may be required throughout the state for recruitment or training activities or for stakeholder work. Travel may be required to other states for participation in national professional organizations.
- Conflict of Interest: RCW 80.01.020 limits the commission's ability to employ any person who owns stock in any company the commission regulates or is otherwise financially interested in such company.
- Compliance with the ethics laws (RCW 42.52) is an individual responsibility, which may include disclosure of volunteer work, elected activity, outside employment, or other business activity:
- No employee may engage in any outside employment or business activity that will interfere with the performance of their duties or result in a conflict of interest.
- No employee may engage in any volunteer or elected activity that will interfere with the performance of their duties or result in a conflict of interest.
- An employee shall notify supervisor prior to engaging in any outside employment or business activity.

Application Process:

Jobs advertised as Open Continuous may be closed without notice. It is to your advantage to apply as soon as possible.

[Read the instructions below carefully before following the "Apply" link above.](#)

In addition to completing the online application, applicants must attach the following documents to their application to be considered for this position:

- A **letter of interest** explaining how you meet the qualifications of this position.
- A current **resume** detailing experience and education.
- A list of **three professional references** with current telephone numbers, including your current or most recent supervisor (or you may include this information in the Reference section of your application). A professional reference is defined as an individual who has been paid to supervise your work and can attest to your work performance, technical skills, and job competencies. If you do not have any or sufficient professional references, please include non-related professionals, such as educators or other professional associates.

READ THE FOLLOWING INFORMATION COMPLETELY:

- Carefully review your application and other documents requested (e.g., cover letter and resume) for accuracy, spelling, and grammar before submitting.

- The initial screening of applications will be solely based on the contents and completeness of the "work experience" and "education" sections of your application in www.careers.wa.gov; completeness of your resume, cover letter, and any other materials submitted as part of the application process.
- A resume will not substitute for completing the "work experience" section of the application.

Only complete applications will be considered. All information may be verified, and documentation may be required. You may be disqualified if your education and/or work experience does not include information used to: 1) Meet the minimum qualifications of the job.

Visit these links to learn more about:

the state of Washington <http://access.wa.gov>,

the Olympia area www.co.thurston.wa.us or

www.Olympiawa.gov

The Utilities and Transportation Commission is an equal opportunity employer. We want to make sure you have an equal opportunity to join our team. Our commitment is making sure current and future employees are treated fairly and equally without regard to age, sex (including gender identity), race, ethnicity, disability, sexual orientation, veteran status, marital status, or religious or political affiliation. Persons needing accommodation in the application process or this announcement in an alternative format may contact Mandy.Garcia@utc.wa.gov. For TTY service, please call the Washington Relay Service at 7-1-1 or 1-800-833-6384.