

PUBLIC UTILITY DISTRICT NO. 1 of Whatcom County

Job Title:	HR/Communications Director	Department:	Administration
Reports To:	General Manager	Status:	Exempt
Salary Range:	\$110,000—\$130,000	Position Type:	FTE
SUMMARY			
Carry out full range of HR functions for the Utility and oversee all internal and external communications for the Utility.			
Supervision Received:			
Perform duties under the general supervision of the District's General Manager.			
Supervision Provided:			
Supervises the Clerk of the Board/Records employee.			
Essential Duties and Responsibilities:			
<ul style="list-style-type: none"> • Ensure Utility compliance with all local, State, and Federal employment laws and regulations. • Oversee all recruiting processes, including job posting and interview training. • Ensure appropriate records for all employees from hiring to departure, including confidential files. • Oversee relationship with Teamsters Local 231 including bargaining general contracts. • Organize Employee events and manage employee wellness efforts. • Manage portfolio of employee benefits including retirement and healthcare. • Oversee update of all District Policies and manage the Employee Handbook. • Oversee all employee leaves. • Manage all internal and external communication including use of social media to raise the profile of the Utility. • Other Duties as assigned. 			
Qualifications:			
To perform this job successfully, an individual must be able to perform each essential duty as defined by the District. The requirements listed both above and below are representative of the knowledge, skill, and/or ability that the Director must possess to adequately perform their responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.			
Education and/or Experience			
Prior experience as an HR manager in a utility or governmental entity or the equivalent is strongly desired. Prior experience as a communication specialist is desired. Five to Ten years of supervision is desired. A four-year college degree in business, labor relations, or a related field is desired an MBA is preferred.			
Language Skills:			
<ul style="list-style-type: none"> • Ability to read, analyze, and interpret general business, legal documents, and governmental regulations. • Fluent in the English language with the ability to communicate clear and concise written and verbal instructions and information to coworkers, customers and others. • Ability to write routine reports and correspondence as well as speak effectively while working with District Commissioners, customers, or staff. • Ability to effectively prepare and present general information and respond to general questions from the General Manager, Commission, employees, customers, governmental agencies, vendors, and the public. • Able to present complex issues to Elected Officials and to negotiate with Union Representatives. • Ability to meet and work with the public effectively and courteously. 			
Mathematical Skills:			

Ability to work with and understand mathematical and financial concepts such as probability and statistical inference and the ability to apply other mathematical concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to analyze new legislation or regulation and translate it into appropriate action for the Utility.
- Ability to analyze labor markets to make sure the Utility can get the right mix of skills to perform its function.
- Ability to work with change external to the Utility and adapt the Utility to the environment.

Other Skills and Abilities:

- Proficient in a variety of computer software including but not limited to MS Office, ordinary Internet search functions.
- This position is a member of the formal Leadership Team of the Utility.

Certificates, Licenses, Registrations:

- Must possess a valid Washington State Driver’s License with driving record free from serious or frequent violation.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required by this position.

While performing the duties of this job, the employee is regularly required to use keyboard, mouse, and monitor. May need to lift and move boxes of documents from time to time. May be required to drive occasionally.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required by this position.

While performing the duties of this job, the employee works in an office environment.

HR/OFFICE USE:

Reviewed By:	<i>Chris Heimgartner</i> , General Manager	Date:	11 June 2024
Approved By:	COMMISSION – Resolution No. 855	Date:	11 June 2024
Last Updated By:	Resolution No. 855	Date:	11 June 2024



WHATCOM PUD

**Public Utility District No. 1
of Whatcom County
Ferndale, WA**

**HR/Communications
Director
\$110,000—\$130,000
Plus Excellent Benefits**

Contact: Chris Heimgartner at:
chris@pudwhatcom.org or call 360-739-8301
Open Until Filled



PUD #1

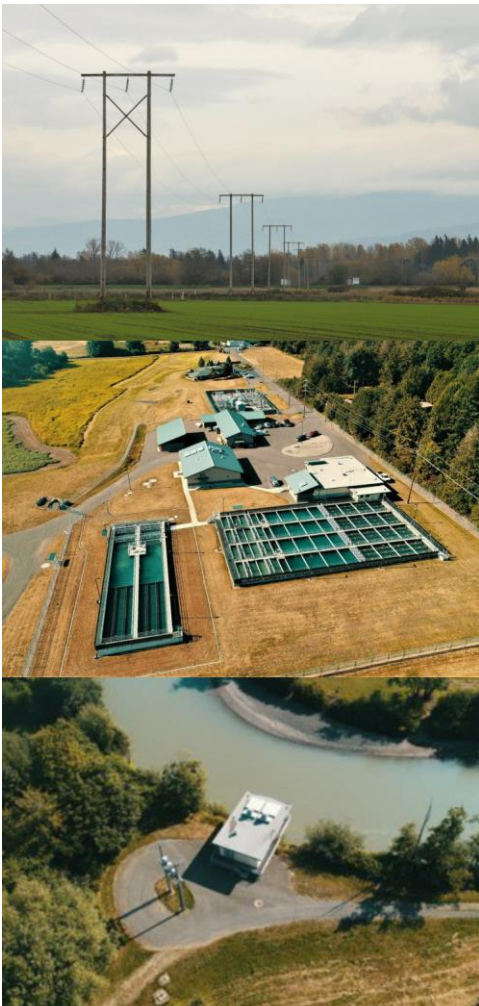
A vote of the citizens of Whatcom County in 1937, created Public Utility District No. 1 of Whatcom County (PUD). The PUD became a functioning utility serving a new refinery with electricity in the 1950s. Further development of the Cherry Point Industrial Area located in northwest Whatcom County presented the opportunity for providing water to an aluminum smelter in the 1960s and the rest is history.

Today the PUD continues to provide power and industrial-grade water to Cherry Point industries and operates a second water system providing potable (drinking) and fire system water.

The PUD also works in partnership with the Port of Bellingham, to bring broadband infrastructure to under or un-served areas in Whatcom County.

Whatcom PUD maintains an active role in many regional water supply and water quality planning efforts and supports environmental and salmon habitat restorations/recovery efforts in Whatcom County.

Annual total cash flow in 2024 is estimated at \$23 million dollars.



WHO WE ARE

Whatcom PUD is governed under Revised Code of Washington Title 54 (RWC 54).

A three-member, non-partisan Board of Commissioners is elected by Whatcom County voters, who oversee the General Manager. The General Manager directs a staff of 25 who help carry out Commission policies and conduct PUD business. In 2023, the PUD operated on a budget of \$22.4 million. dollars

Power: Whatcom PUD owns 15 miles of transmission/distribution lines and 3 substations. The PUD supplies one electrical customer (Phillips 66 Refinery) and the PUD's two water intake plants an average of 29 MWh of energy purchased from Bonneville Power Administration.

Water: Whatcom PUD operates and owns two Water Treatment Plant Systems which provide industrial grade (non-potable) water to businesses and large industries at Cherry Point and irrigation water (approximately 50 customers).

Whatcom PUD owns and operates a potable water and fire system water for a large light-industrial area at Grandview/ Interstate 5 in North Ferndale, WA.

Total water treated/delivered: 5.4 billion gallons per year.

MISSION STATEMENT: *Public Utility District No. 1 of Whatcom County is a steward of public assets and resources providing locally controlled utility services for the benefit of the community.*

I ♥ WHATCOM



OUR AREA

Whatcom County is located in the northwest corner of Washington State. Situated just south of the Canadian border and 90 miles north of Seattle, it is a top recreation spot with mountains to the east and the Salish Sea and San Juan Islands to the west.

Boating, kayaking, golf, snow sports, mountain biking, cycling and enthusiasts of all kinds have unique access to the outdoors. The county also supports a number of community events and festivals, thriving arts culture, museums, theatre, and much more. Restaurants, small eateries, brew pubs and favorite coffee spots are abundant throughout. Whatcom County is made up of several small cities including Blaine, Ferndale, Everson, Lynden, Nooksack, Sumas and Bellingham, the county seat. Western Washington University and Whatcom Community College are located in Bellingham as well.

Whatcom PUD is located near the City of Ferndale, a vibrant community of 14,500 people, located on the Interstate 5 corridor, approximately 10 miles north of Bellingham, and is next to Nooksack River.

THE POSITION

Under the direction of the General Manager, the HR/Communications Director provides the full range of traditional HR services for the utility including hiring, negotiating with a Union, setting pay and managing benefits programs and maintaining appropriate policies and records. This position also provides a comprehensive internal and external communications function, including a focus on improving our social media presence.

WHATCOM PUD

EDUCATION AND EXPERIENCE

Prior experience as an HR Manager in a utility or governmental entity or the equivalent is strongly desired. Prior experience as a communication specialist is desired. Five to ten years supervision experience is desired. A four-year degree in business, labor relations or a related field is desired, and an MBA or MPA is preferred. Must have the ability to obtain a valid Washington State driver's license within thirty days of employment and have a driving record free from serious or frequent violations.

CERTIFICATIONS, LICENSES, REGISTRATIONS

HOW TO APPLY

For complete job description and benefit information see: www.pudwhatcom.org/about/job-opportunities

All qualified candidates are encouraged to apply. Applicants must submit a current resume and cover letter to Chris Heimgartner at: chrish@pudwhatcom.org Questions? Contact Chris at (360) 739-8301.

Public Utility District No. 1 of Whatcom County is an Equal Opportunity Employer.
PUD #1 of Whatcom County 1705 Trigg Road, Ferndale, WA 98248 (360) 384-4288