



BONNEVILLE POWER ADMINISTRATION  
DETAIL OR NON-COMPETITIVE TEMPORARY PROMOTION OPPORTUNITY  
INTEREST ANNOUNCEMENT BPA- 25-IA-NFW-015

**Safety and Occupational Health Manager (TFH  
Construction Safety Manager)**

*For Classified position J09430 GS-0018-13*

*Pay Range: \$113,549 - \$147,615*

*Full-time (120 days to one year)*

*Number of Vacancies: 1*

**OPENS:** 06/06/2025

**CLOSES:** 06/15/2025

**POSITION LOCATION:** Ross Complex, Vancouver WA

**WHO MAY APPLY:** Any Bonneville Power Administration employee with current competitive career conditional/career status currently at the GS-12 or 13 grade level or hourly equivalent. This is a non-competitive temporary promotion or detail NTE 120 days. Employees will need to confirm they have their supervisor's approval when applying for the non-competitive temporary promotion or detail.

Employees who have non-competitively served a total of 120 days in a temporary promotion or detail to a higher grade within the preceding 12 months are not eligible for a higher-graded opportunity. Contact Jessica Jones at [jaiones2@bpa.gov](mailto:jaiones2@bpa.gov) if you have questions regarding your eligibility.

**NOTES:** The successful candidate will be detailed or non-competitively temporarily promoted to the position of Safety and Occupational Health Manager (TFH Construction Safety Manager). Selection from this interest announcement is subject to the requirements of applicable employment practices. Any promotion associated with this announcement will be subject to the following:

- When an employee already holds the same grade or higher as the position of interest on a permanent basis, then the action will be processed as a detail and may be made for a period up to one year, in 120-day increments. When appropriate, details may be extended for an additional year, in 120-day increments.
- When an employee holds a lower graded position or is in a position with lower-graded promotion potential than the position of interest, s/he is prohibited from serving in a higher-graded position for more than 120-days in a 52-week period. The action may be processed as a detail or non-competitive temporary promotion at management's discretion. Employees selected for a non-competitive temporary promotion must meet time in grade, experience, and any minimum education requirements specified under Special Skills & Abilities below. Those who do not meet the time in grade or qualifications requirement(s) may be eligible to accrue experience during a detail. Non-competitive temporary promotions or details to a higher grade may not be extended or made permanent.
- The employee will be returned to his/her permanent position of record (i.e., position prior to detail) upon completion of the non-competitive temporary promotion or detail opportunity.
- Temporary promotions and details may be terminated at any time based on the needs of management.
- Multiple selections may be made from this interest announcement to fill the position on a rotational basis.

**GENERAL INFORMATION:** The incumbent will report to Joshua McElrath, Director of NFW

The purpose of this position is to serve as the Safety West (NFW) liaison and provides expert designated support to the organization's internal construction crews (TFH organization), ensuring that safety protocols are implemented, and managers, supervisors and workers are supported in executing their safety responsibilities. The role involves monitoring, coordinating, and improving safety practices across internal construction projects, aligning with federal, state and consensus safety standards, and supporting the organization's broader safety and occupational health program.

**MAJOR DUTIES:**

**50% Safety Program Management and Compliance:**

**Conduct Job Observations:**

- Regularly visit construction sites and apply expert knowledge of occupational safety practices, procedures, precedents, and regulations to observe and assess the safety practices of construction crews.
- Identify unsafe behaviors and conditions including in difficult, high hazard situations and provide immediate corrective feedback to ensure compliance with safety standards.
- Document findings from job observations; develop corrective actions to be taken and provide recommendations for future occupational safety and health programs that result in significant modifications and improvements to current practices.
- Follow up on previous observations to ensure that corrective actions have been effectively implemented.

**Ensure competency in 29 Code of Federal Regulations (CFR) 1926 Construction Safety and Health Requirements:**

- Maintain a thorough understanding of Occupational Safety and Health Administration's (OSHA) 29 CFR 1926 standards, which govern safety and health regulations for the construction industry.
- Provide guidance and training to construction crews on the specific requirements and best practices outlined in 29 CFR 1926.
- Ensure that all construction activities and practices adhere to the standards set forth in 29 CFR 1926, and update safety protocols as necessary to comply with any changes in regulations.

**Program Owner:**

- Use expert knowledge of safety and occupational health concepts, principles, practices and procedures, laws, regulations, and precedents to act as the Program Owner for at least one Safety Program within the Safety and Occupational Health Program, taking full responsibility for its implementation, management, modification, and continuous improvement.
- Develop and maintain program documentation, including procedures and training materials.
- Use expert knowledge of safety best practices to monitor the effectiveness of the safety program through regular evaluations and audits, and make necessary adjustments to enhance its effectiveness across an extensive range of high hazard construction projects.
- Report on the status and performance of the safety program to safety leadership, highlighting successes and areas for improvement.

**Support Safety by Design and Process Safety Management:**

- Collaborate with engineering and design teams to incorporate safety considerations into the design and planning stages of internal construction projects (Safety by Design).
- Participate in Process Safety Management (PSM) activities to identify and mitigate risks associated with construction processes.
- Conduct safety reviews of construction plans and designs, providing feedback and recommendations to improve safety outcomes.

- Coordinate with Process Safety Management Program Owner, project managers and other stakeholders to ensure that safety by design and PSM principles are integrated into all phases of construction projects.

#### Safety Training and Education:

- As the safety and occupational health subject matter expert (SME), with expert knowledge in safety laws, practices, and regulations, develop and deliver safety training programs for construction crews, focusing on both general safety practices and project-specific hazards.
- Organize regular safety meetings and workshops to keep construction crews informed about safety protocols, regulatory changes, and best practices.
- Evaluate the effectiveness of safety training programs through feedback, assessments, and performance metrics, and make necessary improvements.
- Share insights and lessons learned from incident assessments and data analysis with construction crews and safety managers.
- Develop training materials and programs to educate construction crews on the findings from incident assessments and the importance of data-driven safety practices.
- Conduct workshops and training sessions to reinforce the importance of continuous improvement and proactive safety management.

#### Safety Compliance Audits:

- Conduct regular safety audits of construction sites to ensure compliance with organizational policies and regulatory requirements.
- Develop audit checklists and tools to systematically evaluate safety practices and identify areas for improvement.
- Prepare detailed audit reports, including findings, recommendations, and action plans, and follow up on the implementation of corrective actions.

#### Incident Response and Investigation:

- Lead and participate in investigations of safety incidents, including near-hits, accidents, and injuries, to determine root causes and contributing factors.
- Develop and implement corrective actions to prevent recurrence of similar incidents, and track the effectiveness of these actions.
- Communicate findings and lessons learned from incident investigations to construction crews.

### **25% Incident Assessment and Data Analysis**

#### Incident Assessment Teams:

- Participate actively in Incident Assessment Teams to investigate safety incidents, including near-hits, accidents, and injuries.
- Lead and support root cause analysis to identify underlying factors contributing to incidents.
- Develop detailed incident reports, outlining findings, conclusions, and recommendations for corrective actions.
- Facilitate discussions with construction crews and safety leadership to communicate the outcomes of incident assessments and promote understanding and learning from these events.

#### Trend Analysis:

- Collect and analyze data related to near-hit safety reporting, job observations, and facility inspections to identify trends and patterns.
- Use a variety of tools and techniques to evaluate safety performance metrics and identify areas for improvement.
- Develop visual aids such as charts, graphs, and dashboards to present data analysis findings to stakeholders in an understandable format.
- Provide actionable insights and recommendations based on trend analysis to enhance safety practices and prevent future incidents.

#### Develop and Implement Corrective Actions:

- Work with construction crews and safety managers to develop and implement corrective actions based on incident assessments and data analysis.
- Monitor the effectiveness of corrective actions through follow-up inspections and evaluations.
- Document the implementation and outcomes of corrective actions, ensuring transparency and accountability.

#### Continuous Improvement of Safety Programs:

- Identify opportunities for continuous improvement in safety programs based on incident assessments and data analysis.
- Develop and propose enhancements to existing safety programs, policies, and procedures.
- Collaborate with safety leadership to prioritize and implement improvement initiatives, ensuring alignment with organizational goals and regulatory requirements.

#### Communication of Safety Performance:

- Prepare and present regular safety performance reports to safety leadership and other stakeholders, highlighting key trends, incident statistics, and areas for improvement.
- Develop and maintain a system for tracking and reporting safety performance metrics, ensuring timely and accurate information is available for decision-making.
- Engage with construction crews to communicate safety performance results and foster a culture of transparency and continuous improvement.

#### Near-Hit Reporting System Management:

- Oversee the near-hit reporting system, ensuring that all reports are thoroughly reviewed and analyzed.
- Promote the importance of near-hit reporting among construction crews, encouraging proactive reporting of potential hazards.
- Develop and implement strategies to address trends identified through near-hit reporting, reducing the likelihood of actual incidents.

#### Facility Inspections and Assessments:

- Conduct regular construction facility inspections and assessments to identify safety hazards and areas for improvement.
- Document inspection findings, prioritize identified issues, and develop action plans to address them.
- Follow up on the implementation of corrective actions from facility inspections, ensuring timely resolution of identified hazards.

### **25% Project Monitoring and Coordination:**

#### Monitor and Share Construction Project Updates:

- Keep safety leadership and safety managers informed about the status and progress of all ongoing and upcoming construction projects.
- Prepare and distribute regular reports detailing project milestones, safety performance, and any significant issues encountered.
- Facilitate meetings between the construction crew and safety leadership to discuss project updates, potential risks, and mitigation strategies.

#### Track Progress of internal construction projects:

- Develop and maintain a comprehensive project tracking system to monitor the progress of BPA internal construction projects.
- Document significant project phases, including start dates, completion dates, and any deviations from the project plan.
- Provide timely updates on project status to ensure all stakeholders are aware of progress and any potential delays.

**Coordinate Construction Safety Efforts:**

- Work closely with district safety managers to align construction safety practices with organizational standards and regulatory requirements.
- Facilitate the implementation of safety protocols and procedures at construction sites, ensuring consistency across all geographic locations.
- Coordinate safety training sessions for construction crews, focusing on project-specific safety concerns and best practices.

**Risk Assessment and Mitigation:**

- Using expert understanding and knowledge of occupational hazard prevention methods, practices, and techniques, conduct regular risk assessments for construction projects to identify potential safety hazards and develop mitigation plans.
- Ensure that risk mitigation measures are implemented and monitored throughout the project lifecycle.
- Collaborate with project managers to integrate safety considerations into project planning and execution.

**Communication and Collaboration:**

- Establish and maintain open lines of communication between the construction crew, safety leadership, and other relevant departments.
- Foster a culture of safety awareness and accountability within the construction team through regular communication and engagement.
- Participate in cross-functional team meetings to discuss project progress, safety performance, and improvement opportunities.

**Regulatory Compliance:**

- Ensure that all construction activities comply with federal, state, and local safety regulations and standards.
- Stay updated on changes to safety regulations and standards and communicate these changes to the construction crew and safety leadership.
- Ensure construction sites are prepared for safety audits and inspections by regulatory agencies and participates in those audits and inspections as needed.

**Safety Documentation and Reporting:**

- Maintain accurate and up-to-date safety documentation for all construction projects, including safety plans, risk assessments, and incident reports.
- Ensure that all safety documentation is easily accessible to relevant stakeholders.
- Generate detailed safety performance reports for review by safety leadership and other stakeholders.

Performs other duties as assigned.

**Other Significant Facts Pertaining to this Position are:**

- The incumbent must achieve and maintain an Access Permit for energized facilities.
- Work requires overnight travel. May require up to 30% travel per year throughout Oregon, Washington, Idaho and Montana.
- Valid State Driver's License is required.

**SPECIAL SKILLS AND ABILITIES:**

Employees with at least one year of specialized experience at the next lower grade level in the Federal service may be eligible for temporary promotion.

**Specialized Experience** is defined as: **Experience 1) writing and submitting inspection incident reports associated with construction and field safety activities.; 2) evaluating occupational hazards in a wide variety of worksites to ensure compliance with established safety protocols and regulations; AND 3) analyzing mishap data to recommend changes to safety policies and procedures with key safety leadership and managers.**

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**HOW TO APPLY:** Complete a brief memorandum of interest giving a description of your relevant experience and reasons for applying for this detail. Submit your memorandum, along with the completed supervisory acknowledgment statement below by close of business on 06/15/2025 to: [JCMcEllrath@bpa.gov](mailto:JCMcEllrath@bpa.gov).

**Do NOT submit a resume.**

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***SUPERVISOR'S ACKNOWLEDGEMENT***

**INTEREST ANNOUNCEMENT BPA-25-IA-NFW-0015- Safety and Occupational Health Manager - GS-0018-13  
- Detail - Temporary Promotion**

I acknowledge that \_\_\_\_\_ has requested consideration for this position. I understand this assignment is a detail or temporary promotion (*not to exceed or duration, part-time or full-time*).

I am willing to consider approving the detail-temporary promotion and understand the (salary and/or FTE) for the duration of the detail-temporary promotion will be funded by (NFW).

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Routing: \_\_\_\_\_