



PETROLEUM STORAGE TANK FUND

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The **Petroleum Storage Tank Fund (PSTF)** was created to administer the Idaho Petroleum Clean Water Trust Fund and is a not-for-profit specialty insurance company which provides coverage for approved petroleum cleanup costs and valid third-party claims resulting from covered accidental releases. PSTF is operated by the Idaho State Insurance Fund.

We are currently seeking an **Operations Manager** to join our team.

As the **PSTF Operations Manager**, you will be responsible for managing the daily operations of the Petroleum Storage Tank Fund (PSTF) and ensuring the company consistently achieves its mission. This position reports to SIF's CEO and will be responsible for keeping the CEO and the PSTF board apprised of the company's operations and financial position.

*This position is **located in Boise, Idaho** and must be able to work from the downtown Boise office as needed.*

Salary range is between \$112,000 - \$170,000, depending on qualifications and experience.

We are seeking candidates to:

- Design, implement, and monitor workflows, business processes, policies, and procedures that support the company's mission.
- Support, encourage, and hold accountable PSTF staff in their work to carry out the company's mission; Oversee hiring, onboarding, coaching, and development of staff.
- Ensure the company maintains a positive mission-driven culture that supports the staff in serving policyholders and board members, as well as insurance and environmental regulators; Maintain constructive working relationships with the Environmental Protection Agency (EPA) as well as the Idaho Department of Environmental Quality (DEQ).
- Design and produce reports that provide insightful summaries of underwriting and claims activity; Periodically provide data to produce actuarial assessments of current and future claim costs.
- Prepare and present the annual budget for review and ensure the budget guides spending decisions throughout the budget year.
- Lead meetings with the PSTF Board to provide a summary of company operations and obtain feedback.
- Oversee management of hired contractors for testing, remediation, and cleanup activities; claims activities to include reserves, payments, and reports; insurance application process and ensuring appropriate coverage qualifications have been met.

- Monitor industry changes to make necessary updates to policies and guidelines to ensure compliance with applicable state and federal statutory and regulatory requirements.
- Travel up to 20% of worktime to visit policyholder sites and attend out-of-state conferences, which can include occasional overnight travel.

Your background should include:

- Bachelor's degree or equivalent combination of education and experience.
- Experience with property and casualty and/or pollution liability insurance operations preferred.
- Current 40-hour HAZWOPER certification; or the ability to obtain within 90-days of hire date.
- Prior experience successfully leading a team in a remote work environment.
- Knowledge of petroleum industry operations, rules, and regulations.
- Experience with pollution remediation activities, technologies, and investigative procedures.
- Strong public speaking and interpersonal communication skills.

We provide:

- A fun, collaborative culture
- Competitive salary
- Generous paid time off
- Excellent health, dental, vision, and disability insurance benefits
- Retirement benefits in the PERSI pension plan as well as access to 401(k) and 457(b) retirement savings plans

SIF values diversity and we are an equal opportunity employer. Please note that applicants need to have legal authority to work permanently in the U.S.

Interested applicants can apply by sending a resume to hr@idahosif.org.