

Assistant General Manager, Generation, Power, Rates & Transmission Management



Job Code	20000104	Job Family	Executive Leadership	Leader	
Department	Power, Rates & Transmission Management	Reports to	GM/CEO	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	3078		
Last Updated	8/29/2022				

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

Provides vision, leadership and management for the District's Power Supply, Power Scheduling, Rates, Transmission and Compliance, Generation, Facilities, Safety, Security and Emergency Management Departments. This includes leadership over the development and implementation of the District's short and long term power supply strategy, short-term power scheduling, cost of service, economic analyses, rates and energy risk management, transmission services and NERC compliance requirements to meet the District's overall goals of low-cost and reliable power. Leadership and management of Generation and Facilities operations, maintenance and construction including District hydro and bio-gas generation projects and facilities, including District office space and buildings, landscape and grounds.

Accountabilities

Accountability #1

Creates a culture of caring, mutual respect and trust that empowers employees to do their best work for the benefit of team members, customers, partners and stakeholders. Provide employees the opportunity to develop through training, positive feedback and coaching. Leads positive change in the organization, recognizes employee performance and achievements, is open to receiving feedback from employees and creates a safe, equitable and inclusive environment. Ensures staff understands and complies with District Directives, safety rules and other related policies and procedures. Ensures department goals and objectives align with District goals and objectives. Ensures that the department is appropriately staffed, including determining the needs of the department to ensure that employee skill sets match the work, ensures the right person is hired for the right job and that the right employee is doing the right job. Oversees the development and maintenance of the District's security, emergency and business continuity plans and related policies, guidelines and directives and similar responsibilities.

Accountability #2

Leads and creates a culture of continual improvement that delivers outstanding value to our customers. Recognize opportunities for improved efficiency and effectiveness and works with employees to create positive change. Creates a culture of fiscal responsibility, develops accurate budgets, track actuals and make adjustments through the year as needed and similar responsibilities.

Accountability #3

Deliver exceptional value to our customers through fiscally responsible planning and management by ensuring work priorities are coordinated with other Divisions and that cross department communication keeps stakeholders involved and informed in work processes. Ensure development of planning and project management processes that deliver projects meeting scope, schedule and budget targets. Ensure that projects are in alignment with District strategy, values and standards for the benefit of customers and similar responsibilities.

Accountability #4

Demonstrate powerful partnership that reflects an understanding of community and customer needs by ensuring proper collaboration and coordination with other utilities in the region in regards to Power Supply, Transmission, Reliability and NERC compliance issues. This includes representation in meetings with BPA, regional trade associations, Federal and State regulators and other utilities. Leads and develops strong relationships with BPA executives and other Northwest utility executives and similar responsibilities.

Accountability #5

Deliver excellent customer experiences through reliable, dependable, predictable service by ensuring the development of a reliable and cost effective power supply portfolio in alignment with the District's Strategic Plan and in compliance with State and Federal regulatory requirements. Ensures that the District's Power Supply, Short-Term Power Scheduling and Energy Risk Management strategy all work together to maintain value for customers and steady rates. Ensures the District has reliable and cost effective transmission contracts to bring resources home and that the District is well represented in regional transmission planning efforts and similar responsibilities.

Accountability #6

Deliver excellent customer experiences through reliable, dependable, predictable service by ensuring the development of load forecasting processes that provide necessary input for revenue forecasting, distribution system planning and rates. Provides leadership for the development of rates that provide steady and necessary utility revenue, incentivizes customer usage behavior that leads to efficient and cost effective use of resources and provides for customer choice and similar responsibilities.

Accountability #7

Achieve the highest level of employee and community trust in how the District manages compliance by leading the District's compliance program for meeting North American Electric Reliability Corporation (NERC) and Western Electricity Coordinating Council (WECC) reliability and compliance standards; oversees representation of the District on compliance issues before the Federal Energy Regulatory Commission (FERC). Ensures a strong culture of compliance is developed at the District through leadership and the Compliance Program and similar responsibilities.

Accountability #8

Increase the public's confidence in the quality of the operation and maintenance of District Generation projects by ensuring District Generation projects are operated, maintained and constructed in a safe, reliable, sustainable and cost effective manner and in accordance all Federal and State regulations including FERC licenses and NERC and WECC requirements. This includes activities related to Dam Safety, Emergency Action Plans and permits. Maintains strong relationships with the City of Everett in relation to the coordinated operation of the Jackson Hydro Project and the City of Everett Water Treatment Facility and similar responsibilities.

Accountability #9

Increase the public's confidence in the quality of the construction and maintenance of District Facilities by ensuring that District Facilities are maintained and constructed in a safe, reliable, sustainable and cost effective manner and in accordance all Federal and State regulations. Ensures the delivery of a Facilities Master Plan that engages internal stakeholders, serves customers and is in alignment with the District's Strategic plan. Support space planning needs of District internal groups in a collaborative, efficient and cost effective manner and similar responsibilities.

Accountability #10

Deliver exceptional value to our customers and employees through continual improvement and innovation by leading and delivering a safety program that develops a strong safety culture and ensures the appropriate trainings, safety meetings, polices and procedures are in place to maintain compliance with Federal, State, and local safety rules and regulations. Develop, maintain and demonstrate continual improvement of Safety Management Systems across the District to reduce at risk behaviors and further the District's safety culture. Ensure the District is prepared to respond to an emergency. Ensure the development, delivery, maintenance, implementation and continual improvement of District emergency response and business continuity, policies, guidelines, plans and directives and similar responsibilities.

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:

Bachelor's Degree in Engineering, Economics, Business Administration, or related field, AND Six (6) years progressive utility related experience;

OR

Ten (10) years progressive utility related experience.

Preferred Education and Experience:

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

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

Travel to job sites and business meetings.

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

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Management theories and practices, including ability to build trust, communication lead change and build a positive engaging culture where people feel welcome and valued.
Continuous improvement techniques and leadership methodologies.
Cost-benefit analysis, cost and budget management techniques and quantitative methods.
Related Federal, State and Local laws effecting and regulating public utilities.
Project management, negotiation, relationship building/partnering, conflict management/mediation.

Preferred Skills and Abilities:

Energy resources, reliability and development of energy portfolios.
Risk Management Principles and Fiduciary Controls.
Regional transmission issues.
Reliability standards and compliance procedures.
Rate making and rate design principles.
Internal power planning, forecasting resources, best practices and bench marking.
Power factor, load factor, coincidence/diversity, and other technical aspects of power consumption.
Short-term load forecasting. Financial modeling.

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)
- Strategic Influence

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)	Seldom (1-10%)
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	Frequent (34-66%)
Hear	Frequent (34-66%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

	Frequency
Understand and carry out simple oral instructions	Occasional (11-33%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Seldom (1-10%)
Work alone	Occasional (11-33%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Occasional (11-33%)
Speak with clarity with others	Constant (67-100%)

Comprehension

	Frequency
Read and carry out simple instructions	Occasional (11-33%)

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	Occasional (11-33%)
Direct work activities of others	Seldom (1-10%)
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	Occasional (11-33%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
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	Never

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.

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.