

## Engineering Technician III

<b>Job Code</b>	20000193	<b>Job Family</b>	Engineering	<b>Professional / Knowledge Worker</b>	
<b>Department</b>	Various	<b>Reports to</b>	Various	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Exempt	<b>Pay Grade</b>	2057	<b>This Job is a Lead</b>	No
<b>Last Updated</b>	12/1/2022				

### 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

Manages projects of all size and scope, small to large, related to the District's facilities and electrical system to meet customer and District needs. Provides technical, engineering, and project management services to enable the District to realize its goals and objectives. Plans, organizes, and works independently in the evaluation, selection, and substantial adaptation and modification of standard techniques, procedures, and criteria. Works across Departments in the coordination of customer objectives. Performs as project leader on assigned projects and tasks and serves as main customer contact for projects.

## Accountabilities

### Accountability #1

Ensure the reliable operation and optimization of the District's electrical delivery systems and assets by providing advanced engineering and technical support while serving as a project leader on projects of all size, scope, and complexity.

### Accountability #2

Ensure project commitments and deadlines are met through clear communication and coordination with team members, supervisors, and internal and external customers. Respond to customer inquiries, questions, and complaints by providing information concerning services, programs, projects, policies, or objectives as necessary.

### Accountability #3

Ensure customer needs are met and customers are satisfied by maintaining a positive attitude, good customer service skills, and promptly responding to internal and external customers.

### Accountability #4

Support team goals and overall workload by taking on additional responsibilities and helping with projects outside of own work to ensure customer needs are met.

### Accountability #5

Ensure technical skills are maintained to support the operation and maintenance of the District's electrical system, attend trainings as necessary or assigned, and look for opportunities to increase efficiencies or improve processes.

### Accountability #6

Ensure the District's goals for Capital and O&M projects are met by managing costs and being fiscally responsible when assisting with the development and preparation of documents and completion of work projects.

**Accountability #7**

Support and maintain the development of training programs for District staff, vendors, customers, consultants, and other stakeholders, including leading training sessions as necessary or assigned.

**Accountability #8**

**Accountability #9**

**Accountability #10**

**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](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

**Qualifications – Education and Experience**

**Minimum Required Education and Experience:**

- Bachelor's Degree in Engineering, Business Administration, Public Administration, or related field, AND
- Three (3) years as an Engineering Technician for the District, AND
- Successful completion of Engineering Technician III written test with a score of 75% or greater and presentation to review board\*;

OR

Four (4) years of engineering, business, or electric utility experience, AND  
Three (3) years as an Engineering Technician for the District, AND  
Successful completion of Engineering Technician III written test with a score of 75% or greater  
and presentation to review board\*;

OR

Bachelor's Degree in Engineering, Business Administration, Public Administration, or related field,  
AND  
Four (4) years as an Engineering Technician for the District;

OR

Four (4) years of engineering, business, or electric utility experience, AND  
Four (4) years as an Engineering Technician for the District;

OR

Bachelor's Degree in Engineering, Business Administration, Public Administration, or related field,  
AND  
Four (4) years of experience in the design, construction, and maintenance of electric distribution  
systems and facilities;

OR

Eight (8) years of experience in the design, construction, and maintenance of electric distribution  
systems and facilities.

\*Note: Passing the Engineering Technician III written test with a score of 75% or greater and  
presentation to review board can substitute up to one (1) year of experience for Engineering  
Technician II to III progression.

***Preferred Education and Experience:***

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

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

Valid Washington State Driver's License

Successful completion of Engineering Technician III written test with a score of 75% or greater

Successful completion of Engineering Technician III presentation to review board

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

## Qualifications – Skills and Abilities

### **Minimum Required Skills and Abilities:**

Principles, practices, methods, analysis, equipment, and techniques in their department's field of engineering specialty.

Engineering plans and specifications, construction standards and methods, design standards, safety practices and codes, fundamentals of project management.

District's work authorization procedures.

Customer relations techniques.

Facility and system operation and maintenance. Computers and applicable computer applications.

Fundamental economic analysis and evaluation techniques.

Regulatory requirements applicable to the District, District policies and procedures.

Principles and practices of providing work direction and guidance to others.

District's mission, objectives, values and business drivers. Work in a team environment with a strong customer focus on both internal customers and external customers.

Successfully lead engineering and construction, projects and other assigned tasks.

Plan and organize work, incorporating changing District priorities.

Interpret, apply, and explain codes, regulations, policies and procedures.

Learn the District's work authorization procedures.

Learn and apply District policies and procedures.

Develop scope of work, schedules, cost estimates, methods, and manage projects through completion.

Provide work direction, guidance and technical assistance to others.

Assist in training other department personnel in the area of expertise.

Communicate effectively both orally and in writing.

Compile and analyze statistical and technical information and data including preparation of reports.

Use independent and discretionary judgment.

Use engineering tools required for the job.

**Preferred Skills and Abilities:**

Proficient use of latest technologies applicable and available at the District in performing assigned tasks and projects.

**Competencies**

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

**Physical Demands**

**Physical Demands List**

**Frequency**

Sit	Frequent (34-66%)
Walk	Frequent (34-66%)
Stand	Frequent (34-66%)
Drive	Frequent (34-66%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Occasional (11-33%)
Bend/Stoop	Occasional (11-33%)
Squat/Kneel	Occasional (11-33%)
Crawl	Seldom (1-10%)
Reach	Frequent (34-66%)
Work above shoulders (note specific activity in open text box below)	Occasional (11-33%)
Use Keyboard /mouse	Frequent (34-66%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Occasional (11-33%)
Fine finger manipulation	Frequent (34-66%)
Operate foot controls	Frequent (34-66%)
Lift (note weight in open text box below)	Occasional (11-33%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Seldom (1-10%)
Work rapidly for long periods	Occasional (11-33%)
Use close vision	Constant (67-100%)
Use distance vision	Constant (67-100%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Occasional (11-33%)
Speak	Constant (67-100%)
Hear	Constant (67-100%)

**Additional Physical Demands not listed above and associated frequency below.**

### **Mental Demands**

<b>Communication</b>	<b>Frequency</b>
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Occasional (11-33%)

Work alone	Frequent (34-66%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Frequent (34-66%)
<b>Comprehension</b>	<b>Frequency</b>
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)
<b>Reasoning</b>	<b>Frequency</b>
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Frequent (34-66%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Constant (67-100%)
Plan work activities of others	Occasional (11-33%)
Direct work activities of others	Occasional (11-33%)
<b>Resilience</b>	<b>Frequency</b>
Work under pressure	Frequent (34-66%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Frequent (34-66%)

**Additional Mental Demands not listed above and associated frequency below.**

## Work Environment

### Environmental Conditions List

### Frequency

Exposure to weather	Occasional (11-33%)
Wet and/or humidity	Occasional (11-33%)
Atmospheric conditions	Occasional (11-33%)
Confined/restricted working environment	Occasional (11-33%)
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	Seldom (1-10%)
Exposure to Electricity	Occasional (11-33%)
Exposure to Toxic or Caustic Chemicals	Seldom (1-10%)
Working with Explosives	Never
Exposure to Radiant Energy	Seldom (1-10%)
Extreme Cold	Occasional (11-33%)
Extreme Hot	Occasional (11-33%)
Proximity to Moving Mechanical Parts	Occasional (11-33%)
Noise Intensity	Occasional (11-33%)
Exposure to animals	Seldom (1-10%)
Working with angry customers	Seldom (1-10%)

**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.**

District-wide, individuals within this job description are expected to participate in Crew Guide Training and Major Disaster & Storm Restoration Work (as Crew Guides) unless their manager approves them to opt out.

**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.