

Facilities Planner I

Job Code	20000083	Job Family	Facilities	Professional / Knowledge Worker	
Department	Facilities Planning & Services	Reports to	Mgr Facilities Planning & Svs	Union Status	Non-Represented
FLSA Status	Non-Exempt	Pay Grade	2054	This Job is a Lead	No
Last Updated	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

Supports the preparation of interior design and space planning for less complex building renovation and furniture reconfiguration projects. Assists with project management from design through implementation. Provides input in the development and maintenance of standards for furniture and building interiors.

Accountabilities

Accountability #1

Assist in designing, developing and overseeing remodels, renovations and other building construction projects in support of the Facilities Master Plan and other District space needs, including architectural, interior design, structural and building system considerations, and similar responsibilities.

Accountability #2

Assist in designing, developing and overseeing furniture, fixture, and interior equipment reconfiguration and installation projects in support of the Facilities Master Plan and other District space needs, including interior design, space planning and building system considerations, and similar responsibilities.

Accountability #3

Deliver exceptional value focused on clearly defined priorities and tradeoffs by providing assistance in project management to ensure efficient and timely project completion through effective organization, schedule and budget, and similar responsibilities.

Accountability #4

Assist with facilities projects by ensuring effective organization and coordination to meet the project objectives, including internal stakeholders and contributors, external consultants and vendors, construction contractors and installers, and similar responsibilities.

Accountability #5

Assist in the preparation and administration of project documentation according to District and construction industry standards, including proposal requests, contracts, purchase requisitions, design and construction drawings, specifications, cost estimates and the like, and similar responsibilities.

Accountability #6

Assist in procuring facilities furniture, fixtures and equipment; preparing and monitoring purchase order requests, shipping and delivery, product installation, and requests for payment from suppliers and

service providers, and similar responsibilities.

Accountability #7

Assists with updating record drawings and project documentation, and the storage and retention of files according to District standards, and similar responsibilities.

Accountability #8

Responds and provides solutions to daily employee work requests requiring furniture, fixture, equipment or other solutions; performs ergonomic assessments, recommendations and documentation; reviews and recommends updates to the District's ergonomic assessment program, and similar responsibilities.

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, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Interior Design, Architecture, Engineering, or related field;

OR

Four (4) years of progressively more responsible experience in Interior Design, Architecture, or related field.

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.

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

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

General knowledge of interior design and spacing planning concepts, construction techniques, materials and finishes.

General knowledge of the design, specification and installation procedures for commercial furniture systems, fixtures, and interior equipment.

General knowledge of applicable Federal, State and Local building codes and regulations, including the Americans with Disabilities Act, fire and life safety requirements.

Ability to assist the preparation and management of less complex project cost estimates, schedules, implementation plans, correspondence, contracts, and purchase requisitions.

Ability to work effectively as a team member, assist the collaborative process to build consensus, and communicate effectively both orally and in writing with District employees, outside agencies, contractors and the public.

Proficient with computer aided design systems, AutoCAD or other; and, computer office software for communication, word processing, spreadsheets and other software applications.

Preferred Skills and Abilities:

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	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
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	Occasional (11-33%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Seldom (1-10%)
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Seldom (1-10%)
Use Keyboard /mouse	Frequent (34-66%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Seldom (1-10%)
Operate foot controls	Never
Lift (note weight in open text box below)	Seldom (1-10%)
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	Seldom (1-10%)
Use close vision	Constant (67-100%)
Use distance vision	Constant (67-100%)
Use color vision	Constant (67-100%)
Use peripheral depth perception	Constant (67-100%)
Speak	Constant (67-100%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

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

Comprehension

	Frequency
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%)
Reasoning	Frequency
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%)
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	Seldom (1-10%)
Work for long periods of time	Seldom (1-10%)
Work on several tasks at the same time	Constant (67-100%)

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	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Seldom (1-10%)
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	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Seldom (1-10%)
Working with Explosives	Never

Exposure to Radiant Energy	Seldom (1-10%)
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Seldom (1-10%)
Noise Intensity	Seldom (1-10%)
Exposure to animals	Never
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.

Regularly - more than 12 times a year This position will be on-call approximately 7 days each month and will be asked to troubleshoot or support a system, on average, once or twice per month.

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.