



## Joint Use & Permit Coordinator II

<b>Job Code</b>	20001053	<b>Job Family</b>	Business & Operations Analysis	<b>Associate / Vocational Worker</b>	
<b>Department</b>	Joint Use and Permits	<b>Reports to</b>	Manager Joint Use & Permits	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Non-Exempt	<b>Pay Grade</b>	2055	<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

Supports and develops a proficient knowledge in Joint Use and Permit processes and related documentation required for, and used in, Joint Use functions in order to support District obligations and responsibilities related to its assets. Use individual judgement and have the ability to provide Joint Use and Permits support to internal and external customers, including managing small projects as necessary. This position will develop a thorough understanding and knowledge of Joint Ownership Agreement and Pole Attachment License Agreement processes to support District Joint Use assets.

## Accountabilities

### Accountability #1

Support and coordinate various Joint Use projects and programs by being proficient in reviewing and processing required records correspondence associated with Joint Use tasks and effectively communicating with workgroup and internal and external customers.

### Accountability #2

Support meeting compliance obligations by processing and maintaining documents associated with local agencies for right-of-way permissions related to District projects and facilities, working on special permitting related to those projects, interacting, responding, and coordinating activities with local agencies, and developing an understanding of violations related to Joint Use work.

### Accountability #3

Support the workgroup in making data-informed decisions by understanding Joint Use attachments on District and jointly owned assets, and utilizing District related software, programs, and procedures for third-party attachment work making necessary additions and/or corrections as needed.

### Accountability #4

Support maintaining customer service standards by promptly responding to customer inquiries, questions, and complaints by providing accurate and timely information, policies, and/or project objectives, and effectively interacting with, responding to, and coordinating the activities for customers and/or local agencies.

### Accountability #5

Support in meeting internal and external customer commitments by establishing goals, objectives, priorities, schedules, and documents related to customer driven work, while developing a basic knowledge and understanding of contract agreements used in Joint Use.

**Accountability #6**

**Accountability #7**

**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:**

Associate's Degree in Engineering, Business, or related field;

OR

Two (2) years of experience as a Joint Use & Permit Coordinator, or equivalent related experience.

**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:**

Manage and interpret complex information that is associated with Joint Use Processes

Interpret engineering drawings from internal and external customers

Research and apply analytical techniques Understand basics of electric utility construction standards, design, and operating practices

Communicate and work effectively with all levels of the organization, outside agencies, attachers to District poles, and general public

**Preferred Skills and Abilities:**

### Competencies

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

Building Customer Loyalty

Collaborating

Communication

Continuous Improvement

Continuous Learning

Customer Orientation  
 Decision Making  
 Earning Trust  
 Emotional Intelligence Essentials  
 Initiating Action  
 Leveraging Feedback  
 Planning and Organizing  
 Professional Knowledge and Aptitude  
 Quality Orientation  
 Technology Savvy  
 Valuing Differences  
 Work Standards

## Physical Demands

### Physical Demands List

### Frequency

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

Use color vision	Constant (67-100%)
Use peripheral depth perception	Seldom (1-10%)
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	Occasional (11-33%)
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	Occasional (11-33%)

### Organization

	Frequency
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Seldom (1-10%)
Direct work activities of others	Seldom (1-10%)

### Resilience

	Frequency
Work under pressure	Constant (67-100%)
Work for long periods of time	Constant (67-100%)
Work on several tasks at the same time	Constant (67-100%)

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

### Work Environment

<b>Environmental Conditions List</b>	<b>Frequency</b>
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Exposure to weather	Never
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Wet and/or humidity	Never
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Atmospheric conditions	Never
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Confined/restricted working environment	Never
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Vibratory Tasks – High	Never
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Vibratory Tasks – Low	Never
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**Additional Environmental Conditions in this job not listed above and the associated frequency below.**

<b>Risk Conditions List</b>	<b>Frequency</b>
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Exposure to Heights	Never
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Exposure to Electricity	Never
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Exposure to Toxic or Caustic Chemicals	Never
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Working with Explosives	Never
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Exposure to Radiant Energy	Never
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Extreme Cold	Never
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Extreme Hot	Never
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Proximity to Moving Mechanical Parts	Never
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Noise Intensity	Never
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Exposure to animals	Never
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Working with angry customers	Occasional (11-33%)
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**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 On-call for one (1) to two (2) week periods alternating with other team members. Alerts and responses required a few times each on-call period.

**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.