



Joint Use & Permit Coordinator III

Job Code	20000210	Job Family	Business & Operations Analysis	Associate / Vocational Worker	
Department	Joint Use and Permits	Reports to	Manager Joint Use & Permits	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2056	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

Ensures support of Joint Use and Permit processes by providing advanced knowledge of Joint Use and Permit principles, processes, and documentation required in Joint Use of District assets. Works independently on technical matters and acts as a project lead as directed. Maintains a proficient and up-to-date knowledge in Joint Ownership Agreement, Pole Attachment License Agreement, Master License Agreement, and Small Cell Master License Agreement.

Accountabilities

Accountability #1

Support District and external customer engineering staff on projects associated with wireless sites and agreements by effectively communicating with members of workgroup and responding to customer inquiries, questions, and/or complaints, and maintaining a working knowledge of Joint Use and District policies.

Accountability #2

Ensure compliance obligations are met by processing and maintaining documents associated with local, state, and federal agencies for right-of-way permissions related to District projects, interacting, responding, and coordinating activities with local agencies, and the ability to recognize NESC and Joint Use violations with the ability to suggest applicable resolutions.

Accountability #3

Ensure data-informed decisions are made by identifying and implementing data and software needs that support Joint Use functions and workgroup, and facilitating internal software system corrections as necessary.

Accountability #4

Maintain customer service standards by promptly responding to and investigating customer inquiries, questions, and complaints by providing information, policies, and/or project objectives, acting as a resource within the workgroup, and effectively interacting with, responding to, and coordinating the activities for customers and/or local, state, and federal agencies.

Accountability #5

Support in meeting internal and external customer commitments by establishing goals, objectives, priorities, schedules, and documents related to customer driven work, maintaining a proficient knowledge of Joint Use and wireless contracts, working independently, and collaborating with workgroup and other District personnel to resolve issues for projects or situations needing immediate attention.

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

OR

Four (4) 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

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

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

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

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

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

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	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	Seldom (1-10%)
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Seldom (1-10%)
Extreme Hot	Seldom (1-10%)
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Occasional (11-33%)
Working with angry customers	Occasional (11-33%)

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.