



Lead Engineering Technician

Job Code	20000839	Job Family	Engineering	Professional / Knowledge Worker	
Department	Various	Reports to	Various	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2059	This Job is a Lead	Yes
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

Acts as a lead and supervises a group of Engineering Technicians in projects of all size and scope, small to large, while also managing other complex projects independently. Provides oversight and assignment of projects and tasks related to the engineering and project management services of the District's facilities and electrical system to enable the District to realize its goals and objectives. Trains and coaches new hires and less experienced Engineering Technicians. Represents the District in external affairs or serves as the main contact for large customer inquiries.

Accountabilities

Accountability #1

Lead in ensuring the reliable operation and optimization of the District's electrical delivery systems and assets by providing advanced engineering and technical support, oversight of projects, supervision and direction of other Customer Engineers, training, and coaching while also serving as a project leader on projects of all size, scope, and complexity.

Accountability #2

Ensure project commitments and deadlines for self and team 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

Lead in ensuring customer needs are met and customers are satisfied by maintaining a positive attitude, good customer service skills, promptly responding to internal and external customers, and overseeing other Customer Engineers' projects.

Accountability #4

Lead in supporting team goals and overall workload by being responsible for project output and helping with projects outside of own work to ensure customer needs are met.

Accountability #5

Lead in ensuring technical skills of self and team 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

Lead in ensuring 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, assisting with the capital budget planning and estimating processes, and managing the opening and close-out processes for workorders annually.

Accountability #7

Lead and maintain the development of training programs for District staff, vendors, customers, consultants, and other stakeholders, including leading training sessions as necessary or assigned, and providing direct training and mentoring to other Customer Engineers.

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:

Bachelor's Degree in Engineering, Business Administration, Public Administration, or related field,
AND
Six (6) years as an Engineering Technician for the District;

OR

Four (4) years of engineering, business, or electric utility experience, AND
Six (6) years as an Engineering Technician for the District;

OR

Bachelor's Degree in Engineering, Business Administration, Public Administration, or related field,
AND
Six (6) years of experience in the design, construction, and maintenance of electric distribution
systems and facilities;

OR

Ten (10) years of experience in the design, construction, and maintenance of electric distribution
systems and facilities.

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
(unless previously passed at Engineering Technician III level)
Successful completion of Engineering Technician III presentation to review board (unless
previously passed at Engineering Technician III level)

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

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Principles, practices, methods, analysis, equipment, and techniques in the field of applicable
engineering discipline.

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.
Proficient use of latest technologies applicable and available at the District in performing assigned tasks and projects.
Interpret, apply, and explain codes, regulations, 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.
Perform difficult and technical engineering duties in the analysis, design and coordination of projects.
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.
Act in a lead capacity on assigned tasks and projects.
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 "Leader" at the Manager level.

Adaptability
 Aligning Performance for Success
 Building Customer Relationships
 Building Talent
 Coaching
 Communication
 Continuous Improvement
 Continuous Learning
 Courage
 Creating a Culture of Trust
 Creating an Inclusive Environment
 Customer Focus
 Delegation and Empowerment
 Driving for Results
 Driving Innovation
 Emotional Intelligence Essentials
 Empowering Decision Making
 Execution
 Guiding Team Success
 Initiating Action
 Inspiring Others
 Leveraging Feedback
 Positive Approach
 Professional Knowledge and Aptitude
 Selecting Talent
 Stress Tolerance
 Technology Savvy

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	Constant (67-100%)
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)	Never
Work rapidly for long periods	Occasional (11-33%)
Use close vision	Frequent (34-66%)
Use distance vision	Frequent (34-66%)
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

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	Frequent (34-66%)
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%)

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	Occasional (11-33%)
Resilience	Frequency
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	Never
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.