



Lead Facilities Planner

Job Code	20001027	Job Family	Facilities	Professional / Knowledge Worker	
Department	Facilities Planning & Services	Reports to	Mgr Facilities Planning & Svs	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2058	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

Prepares and reviews architectural and interior design for complex remodel, renovation, building construction and furniture reconfiguration projects. Provides effective project management from initial conception through design and construction. Leads the development and maintenance of standards for furniture and building interiors. Guides and mentors other Facilities Planners and provides input and review for the Facilities Master Plan.

Accountabilities

Accountability #1

Demonstrate outstanding value relative to cost to our customers by designing, developing and overseeing complex remodel, renovation and building construction projects in support of the Facilities Master Plan and other District space needs, including architectural, interior design, structural and building system considerations, identifies opportunities for design improvement, and similar responsibilities.

Accountability #2

Demonstrate outstanding value relative to cost to our customers by Designing, developing and overseeing complex 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, identifies opportunities for efficient usage of space and facility resources, and similar responsibilities.

Accountability #3

Deliver exceptional value focused on clearly defined priorities and tradeoffs by providing project management to ensure efficient and timely project completion through effective organization and the development and maintenance of the project scope, schedule and budget; provides input in the development and maintenance of department project management standards and procedures, provides input in the development and maintenance of department project management standards and procedures, and similar responsibilities.

Accountability #4

Achieve the highest level of employee and community trust in how the District manages facilities projects by ensuring effective team leadership and coordination to meet the project objectives, including internal stakeholders and contributors, external consultants and vendors, construction contractors and installers; identifies opportunities to improve team dynamics and efficiencies, and similar responsibilities.

Accountability #5

Increase the public's confidence in the quality of construction project management by leading 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, identify opportunities for document and process improvement, and similar responsibilities.

Accountability #6

Demonstrate outstanding value relative to cost to our customers in purchasing decisions by specifying and 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

Deliver exceptional value focused on clearly defined priorities and tradeoffs by providing input for the Facilities Master Plan, including long term space planning objectives and efficient use of facilities resources, in support of the District's Strategic Plan, and similar responsibilities.

Accountability #8

Achieve the highest level of employee and community trust in how the District manages facilities planning by reviewing, recommending, developing and maintaining standards for furniture and building interiors, materials and finishes; leads updates to record drawings and project documents, and the storage and retention of files according to District standards, and similar responsibilities.

Accountability #9

Demonstrate powerful partnership that serves as a valuable resource for our employees by responding and providing 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 #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, AND
Six (6) years of progressively more responsible experience in Interior Design, Architecture, or related field;

OR

Ten (10) 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:

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

General knowledge of architectural design concepts, construction assemblies and techniques, materials and finishes.

General knowledge of building systems engineering, materials, assemblies and construction

techniques, including structural, civil, mechanical, electrical, life safety systems, etc. Detailed knowledge of the design, specification and installation procedures for commercial furniture systems, fixtures, and interior equipment; and the ability to direct the work of contract installation crews.

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

Ability to prepare, analyze and manage complex project cost estimates, schedules, implementation plans, correspondence, contracts, and purchase requisitions.

Ability to work effectively as a team member and leader, use collaborative processes 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:

Advanced project management training.

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	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)	Seldom (1-10%)
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

Frequent (34-66%)

Resilience

Frequency

Work under pressure

Occasional (11-33%)

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.

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.