



Lead Joint Use & Permits Specialist

Job Code	20000065	Job Family	Business & Operations Analysis	Professional / Knowledge Worker	
Department	Joint Use and Permits	Reports to	Manager Joint Use & Permits	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

Plans, organizes, and coordinates the technical aspects of District engineering projects consistent with the District's Mission, Goals, and Values. Acts independently on technical matters in the assigned field of expertise and recommends approval of professional services, materials, and construction procurement contracts. Assists in the development and implementation of Joint Use and Permit fundamentals and processes. Assists management in negotiating and administering the terms and conditions related to all District associated agreements used in the Joint Use programs.

Accountabilities

Accountability #1

Lead in ensuring workgroup makes timely and accurate decisions based on available quantitative and qualitative data by maintaining expert knowledge of Joint Use policies and procedures and monitoring the accuracy of District related software and databases, making corrections as necessary or requested.

Accountability #2

Lead in ensuring internal and external customer service standards are met by responding to and investigating escalated customer inquiries, questions, and complaints, interpreting and providing information related to services, programs, projects, policies, and objectives, interacting, responding, and coordinating activities with customers including local, state, and federal agencies, and act as a lead and mentor within the workgroup on issues related to Joint Use work.

Accountability #3

Lead in ensuring internal and external customer commitments are met by overseeing goals, objectives, priorities, schedules, and associated documentation requirements of the workgroup are met in a timely manner, having expert knowledge of Joint Use functions and related contracts, coordinating accurate and timely processing and maintenance of accounts payable and receivable, and acting as the representative for the workgroup at Commission or other public meeting forums.

Accountability #4

Lead in ensuring customer service standards are met by the workgroup by responding to and investigating escalated customer inquiries, questions, and complaints, by interpreting and providing information concerning services, projects, policies, and/or objectives, acting as a lead resource within the workgroup, making field visits for customers and/or projects, and effectively interacting with, responding to, and coordinating the activities for Licensee's, industry peers, customers and/or local, state, and federal agencies.

Accountability #5

Lead in ensuring excellent customer communication is delivered through meeting internal and external commitments by establishing goals, objectives, priorities, schedules, and documents related to customer driven work, applying expert knowledge of Joint Use and wireless contracts, ensuring the accurate and timely processing and maintenance of accounts payable and receivable work, and representing the workgroup at Commission meetings or other public forums.

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:**

Bachelor's Degree in Engineering, or related field, AND

Six (6) years of experience in Joint Use and Permitting, or equivalent related experience;

OR

Associate's Degree in Engineering, or related field, AND

Eight (8) years of experience in Joint Use and Permitting, or equivalent related experience;

OR

Ten (10) years of experience in Joint Use and Permitting, 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 electricity 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

Basic principles and practices of mechanics, mathematics and its application to engineering computations

Preferred Skills and Abilities:

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	Seldom (1-10%)
Stand	Frequent (34-66%)
Drive	Occasional (11-33%)
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	Occasional (11-33%)
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	Constant (67-100%)
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	Occasional (11-33%)
Use intermediate and/or advanced math	Occasional (11-33%)
Organization	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Frequent (34-66%)
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	Never
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Seldom (1-10%)
Extreme Cold	Seldom (1-10%)
Extreme Hot	Seldom (1-10%)
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Seldom (1-10%)
Exposure to animals	Seldom (1-10%)
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.

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.