



Lead Real Estate Services Agent

Job Code	20000180	Job Family	Business & Operations Analysis	Professional / Knowledge Worker	
Department	Real Estate	Reports to	Mgr Real Estate Services	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

Assists the Manager in managing the development and coordination of the acquisition and disposal of real property and real property rights in the District. Aids in the development, coordination and implementation of effective programs for the management of District properties and rights while striving to obtain the maximum return for any ancillary uses of said properties. Serves as the acting manager as needed and assists manager in developing and supervising staff, maintaining and creating budgets, as well as policies and procedures.

Accountabilities

Accountability #1

Contribute to a culture of caring, mutual respect, and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by aiding in the management and evaluation of performance of staff including providing coaching as needed. Aids in providing opportunities for staff development and training as appropriate. Ensures staff understands policies and procedures, District Directives and safety rules, and similar responsibilities.

Accountability #2

Achieve the highest level of employee and community trust in how the District manages real estate by leading large projects while delegating as needed to staff for ancillary aid. Effectively leads real estate transactions from start to finish including acquisitions, dispositions, leases, permits and easements as applied to electrical utility real estate. Prepares comprehensive reports and presentations for upper management, Commission and outside boards, stakeholders, Commissions and Councils, and similar responsibilities.

Accountability #3

Increase the public's confidence in the quality of the District's management of real estate by supervising, administering and preparing professional services contracts and solicitation for contracts for acquisition, appraisal, right of way and survey contracts, and similar responsibilities.

Accountability #4

Achieve the highest level of employee and community trust in how the District manages compliance by leading in the management of District properties to ensure encroachments are rectified, illegal uses are reported through appropriate channels, any Land Use Permits are under compliance and fees for uses of District property are current. This includes the management of properties which are leased to and by the District, and similar responsibilities.

Accountability #5

Demonstrate powerful partnerships that reflects an understanding of community and customer needs by maintaining appropriate contacts with local, state and federal authorities as needed to evaluate the impacts of changes in land use regulations which impact District properties. Review proposals for rezone, variances, conditional use permits and other various documents submitted by jurisdictions within Snohomish County, and similar responsibilities.

Accountability #6

Deliver excellent customer experiences through powerful cross group partnership and collaboration that improves effectiveness and results by working closely with internal staff to ensure Real Estate's policies and procedures align with all other internal processes, particularly in the Water Division ensuring their property rights are delineated in Real Estate's GIS systems as well as theirs, and similar responsibilities.

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 Business Administration, Real Estate, or related field, AND
Six (6) years of experience in real property rights acquisition;

OR

Ten (10) years of experience in real property rights acquisition.

OR

Six (6) years as a Real Estate Services Agent for the District.

*Note: An SR/WA Professional designation may substitute for two (2) years of the education requirement.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Current Notary Public License
Valid Washington State Driver's License

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

International Right of Way Association Senior Right of Way Agent designation

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Principles and practices of real estate including acquisition and disposition of property rights, land values and good business practices
Property and land use regulations in the District's service area
Computer applications including advanced word processing, spreadsheets, and databases
Business writing concepts

Advanced negotiation and communication skills and techniques
Advanced research and analysis techniques
Ability to read and write legal descriptions
Coordinate and manage multiple projects
Communicate and work effectively with all levels in the organization, co-workers, customers and outside agencies
Use independent and discretionary judgement
Lead and train others
Appraise, negotiate, and dispose of real property
Work with confidential information

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	Occasional (11-33%)
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	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)	Never
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	Frequent (34-66%)
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	Occasional (11-33%)
Use distance vision	Occasional (11-33%)
Use color vision	Never
Use peripheral depth perception	Never
Speak	Constant (67-100%)
Hear	Frequent (34-66%)

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	Constant (67-100%)
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	Frequent (34-66%)
Resilience	Frequency
Work under pressure	Occasional (11-33%)
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

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

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Seldom (1-10%)
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Seldom (1-10%)
Extreme Hot	Seldom (1-10%)
Proximity to Moving Mechanical Parts	Seldom (1-10%)
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.

Occasionally - 1x quarter or 4-6 times a year Storm Center duties

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.