



Manager, Facilities Maintenance & Grounds

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|---------------------|------------------------|-------------------|--------------------------------|---------------------|-----------------|
| Job Code | 20000225 | Job Family | Manager/1st Level leader | Leader | |
| Department | Facilities Maintenance | Reports to | Sr Mgr Facil Maint & Cap Const | Union Status | Non-Represented |
| FLSA Status | Exempt | Pay Grade | 2059 | | |
| Last Updated | 8/29/2022 | | | | |

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

Manages all District built environments including building systems, life safety, operational equipment and grounds to ensure optimum function and long term end of life program replacement. Ensures systems are functioning properly for building occupants meeting energy code, code compliance and safety requirements. Oversees the daily operations and project work for preventative maintenance. Responsible for staff who manage and direct the work for all District building grounds & landscaping, right of way, & developed substations. Oversees the District's field maintenance program.

Accountabilities

Accountability #1

Deliver excellent internal customer experiences through powerful cross group partnership and collaboration that improves effectiveness and results by effectively coordinating interdependent work, maximizing clear communication on projects that have cross team impact, developing knowledge of the impacts of our work on other work groups and using this knowledge to proactively manage to ensure well coordinated actions, and similar responsibilities.

Accountability #2

Demonstrate continual improvement that delivers outstanding value to our customers by developing, recommending, and effectively managing budget/s, identifying, evaluating and recommending resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

Accountability #3

Create 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 providing employees opportunities to develop, supporting employees through change, hiring the right person for the right job, recognizing employee performance and achievements, being approachable, transparent, being open to receiving and giving feedback to and from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

Accountability #4

Deliver exceptional value to our customers through fiscally responsible planning and management by ensuring District Facilities are functioning at optimum sustainable levels now and in the future while being fiscally prudent in the management of our building systems, providing technical assistance and advice to other staff and supporting Facilities and District initiatives with technical and crew resources. Ensuring staff has tools and training needed to perform their work at optimum service level. Mentoring and guiding project work and similar responsibilities. Providing oversight of standards programs for compliance

through reviewing various maintenance, compliance, and project work records and similar responsibilities.

Accountability #5

Achieve the highest level of employee and community trust in how the District manages safety and compliance by ensuring staff understands and complies with safety regulations and risks assessment, District Directives, and other related policies and procedures are followed, perform oversight of standards programs for compliance through reviewing various maintenance, compliance, and project work records and similar responsibilities.

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, Construction Management, Architecture or related field; AND
Two (2) years of progressive experience within commercial/industrial facilities services organization;

OR

Six (6) years of progressive experience within commercial/industrial facilities services organization.

Preferred Education and Experience:

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

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

Ability to drive to job sites, trainings and conferences.

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

Certified facility manager or professional engineer's license or Architect.

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Knowledge of facilities operations and general maintenance of facilities.

Concepts/theories/practices and cost-benefit engineering analysis.

Knowledge of construction concepts.

Coaching and supervisory practices and techniques.

Conflict resolution techniques.

Knowledge of computer applications using spreadsheets, word processing, databases, and ability to learn new programs.

Knowledge of Uniform building codes as relates to facilities construction, remodel and maintenance requirements.

Ability to effectively manage and perform a variety of complex projects/tasks simultaneously.

Ability to analyze complex information and make prudent recommendations to move forward

Interpret regulatory agency codes for the purpose of compliance and tracking.
Communicate effectively both verbally and in writing with all organizational levels.
Work with and manage sensitive/confidential information.
Learn, interpret and apply District Directives and policies.
Use independent and discretionary judgment.
Work under pressure with good people skills.

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 | Constant (67-100%) |
| Walk | Occasional (11-33%) |
| Stand | Occasional (11-33%) |
| Drive | Frequent (34-66%) |
| 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 | 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) | 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 | Never |
| Use close vision | Constant (67-100%) |
| Use distance vision | Occasional (11-33%) |
| Use color vision | Seldom (1-10%) |
| Use peripheral depth perception | Seldom (1-10%) |
| Speak | Frequent (34-66%) |
| Hear | Constant (67-100%) |

Additional Physical Demands not listed above and associated frequency below.

Lift/carry/push 50 lbs.

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 | Occasional (11-33%) |
| 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 | Seldom (1-10%) |
| 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 | Occasional (11-33%) |
| Work on several tasks at the same time | Constant (67-100%) |

Additional Mental Demands not listed above and associated frequency below.

Carries the callout phone and responds to emergencies, including building fire alarms, trouble alarms, generator, HVAC unit alarms and makes judgement calls evaluating risks.

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 | Seldom (1-10%) |
| Vibratory Tasks – Low | Seldom (1-10%) |

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Visit construction job sites

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 | 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.

Carries and respond to emergencies, including building fire alarms, trouble alarms, generator, HVAC unit alarms and makes judgement calls evaluating risks and available 24/7. Daily.

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.