



Manager, Facilities Planning & Engineering

Job Code	20000357	Job Family	Manager/1st Level leader	Leader	
Department	Facilities Engineering & Grounds	Reports to	Sr Mgr Facil Maint & Cap Const	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2060		
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

Provides vision, leadership, and management of the Planning & Engineering group. Oversees the development, planning, organization, and implementation of Districts Capital programs, Operation & maintenance construction projects, and management of all District space utilization and interiors. Manages, leads, plans, organizes, develops, directs, and coordinates the work of a team of engineers, architects, interior designers/planners, construction project managers, drafters, consultants, and technicians devoted to specific projects and assignments. Provides clear direction to staff developing and constructing District's Master Plan, Capital Construction projects, space planning & utilization, and interiors to best meet District needs. Responsible for the development and management of both Operating and Capital budgets and forecast for Facilities Planning & Engineering work, both long term and short term. Coordinates work across multiple departments and with external consultants for all aspects of the work product. Responsible for staff who design and implement ergonomic assessments, safety/fall protection, etc. Provides facilities engineering, construction and seismic damage mitigation advice to the Senior Manager. Oversees technical aspects of the Facilities Department Emergency Response Plan and Rapid Response Plan, coordinating efforts with District Emergency Management Program and others to achieve District's goals.

Accountabilities

Accountability #1

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 employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

Accountability #2

Leads and creates a culture of continual improvement that delivers outstanding value to our customers by recognizing opportunities for improved efficiency and effectiveness and working with employees to create positive change. 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

Deliver exceptional value to our customers through fiscally responsible planning and management by overseeing the development, implementation, and annual maintenance of Facilities Master Plan in alignment with District Strategic Plans. Works with staff to develop short term and long term space plans

for modifying existing and new space to support the goals and objectives of District departments. Develops facilities planning processes that identify the needs of District workgroups and involves them as stakeholders in the scoping and design process. Ensures project management process that involves stakeholders and delivers projects on schedule and on budget. These projects may impact many business functions, have multi-million dollar budgets, be mission critical, and require work and coordination of multiple internal and external individuals and groups with diverse interests and responsibilities. Ensures that the design and construction of these projects is consistent with the District's values and Strategic Plan. Oversees the District's space allocation and Master Plan program, ensuring the highest and best use of District space allocation for department adjacencies, systems furniture projects, computer/control centers, shops, laboratories, industrial spaces, and conference rooms.

Accountability #4

Demonstrate outstanding value relative to cost to our customers by providing leadership to Facilities staff supporting the development of robust District building infrastructure, building asset protection, and support plans and projects for department emergency functions. Using judgement and cost benefit analysis to develop business cases for projects. Ensure the District has the proper facilities to support the Emergency Management Program and others District's goals.

Accountability #5

Deliver excellent customer experiences and ensures quality of service through transparent, consistent, and proactive communication by developing staff and building relationships with internal and external customers to ensure quality of service. This includes consistently meeting customer needs, seeking feedback on quality of service and giving feedback on project status. Ensures staff understands and complies with safety regulations and risks assessment with Safety being our highest priority, District Directives, and other related policies and procedures are followed. Listening and developing good working relationships throughout department and District, ensuring department work and objectives align with District goals and similar responsibilities.

Accountability #6

Achieve the highest level of employee and community trust in how the District manages safety and compliance by demonstrating safety leadership, promoting and supporting a culture of safety, recognition of hazards, implementation of mitigation measures and elimination of at-risk behaviors.

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, Architecture, or related field, AND
Two (2) years of progressive applicable engineering or architecture experience;

OR

Six (6) years of progressive applicable engineering or architecture experience.

Preferred Education and Experience:

Master's Degree in appropriate Engineering or Architecture field.

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

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

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

Certified facility manager i.e. IFMA member (International Facilities Management Association)
PE License
Valid Washington State Driver License

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Project management, negotiation, relationship building/partnering, conflict management/mediation.
Computer applications including word processing, spreadsheets and data bases.
Financial and budgeting processes including cost-benefit analysis.
Applicable Federal, State, Local and International Building codes.
Mechanical, civil and industrial engineering principles and practices.
Facilities industry best practices.
International Building Code as relates to construction, remodel and maintenance requirements.
Facility strategic programming, space planning and systems furniture.
Lead, mentor, coach and assist staff in development of management/leadership skills.
Effectively manage and perform a variety of complex projects/tasks simultaneously.
Build and manage effective teams within and outside the Facilities department and facilitate alignment with District goals and objectives.
Organize and manage complex projects.
Communicate and work effectively, both orally and in writing, with various levels of the organization, outside agencies, and customers.
Interpret and apply District directives, policies and procedures.
Manage confidential information.
Analyze, apply principles, and develop effective solutions.
Effectively coordinate a variety of activities.
Use independent and discretionary judgment.

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	Occasional (11-33%)
Work on ladders	Seldom (1-10%)
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Seldom (1-10%)
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)

Crawl	Seldom (1-10%)
Reach	Constant (67-100%)
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)	Occasional (11-33%)
Carry (note weight in open text box below)	Occasional (11-33%)
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	Frequent (34-66%)
Use color vision	Frequent (34-66%)
Use peripheral depth perception	Frequent (34-66%)
Speak	Constant (67-100%)
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	Occasional (11-33%)
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	Constant (67-100%)
Work for long periods of time	Frequent (34-66%)
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	Never
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	Occasional (11-33%)
Exposure to Electricity	Occasional (11-33%)
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	Occasional (11-33%)
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.

This position is part of rotation for the "Facilities On-call" pager after hour calls. Any fire alarm, power outage to our buildings, gates malfunction, HVAC not working, etc., after hours gets transferred to this pager for emergency response. You need to determine how to respond, if its requires a call out to Facilities maintenance mechanic, or general response to go get eyes on the situation. The pager needs to be answered 24/7 and provide a response or call out a maintenance mechanic to physically go on site and fix issue. Frequently - 1x month 6-12 times a year

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.