



Manager, GIS/Maps Records & Drafting

Job Code	20000041	Job Family	Manager/1st Level leader	Leader	
Department	GIS M&R and Drafting	Reports to	Sr Mgr Trans & Dist Sys Op & Eng	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 leadership and management for the Geographic Information Systems (GIS), Maps and Records Services, and Drafting Services. Provides tactical and strategic direction in managing and leveraging engineering data in support of daily business operations consistent with the District's mission, goals and values. Manages, trains, and develops staff to perform the department functions accurately and efficiently.

Accountabilities

Accountability #1

Deliver exceptional value to our internal and external customers and partners through excellent operational execution by exceeding customer service expectations, consistently providing accurate and timely responses, collaboration with other departments resulting in effective coordination of work efforts, and similar responsibilities.

Accountability #2

Deliver exceptional value to our customers through fiscally responsible planning and management by following the organizations financial goals and objectives, leading the development and administration of the workgroup's budget and spending. Ensures all workgroup team members are knowledgeable about their individual role in cost containment, and similar responsibilities.

Accountability #3

Achieve the highest level of employee and community trust in how the District manages GIS/Maps, Records, and Drafting by establishing department priorities, leveraging information technology advances related to data utilization and enhancements for decision-making, effectively plan, organize, and implement business processes and engineering requirements related to Transmission and Standards Engineering services. Ensures business processes and engineering workflows are meeting all legal, regulatory, and engineering requirements. Ensures measurement of departmental performance through the establishment and monitoring of relevant KPI's, and similar responsibilities.

Accountability #4

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 open to receiving, feedback from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

Accountability #5

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 #6

Creates and fosters a culture of continuous improvement and customer centricity. Ensures establishment of team building, performance expectations, work priorities, staff assignments and administrative procedures. Cooperates with other District departments to ensure coordinated work efforts, and similar responsibilities.

Accountability #7

Ensures measurement of departmental performance through the establishment and monitoring of relevant KPI's. Manages and evaluates the performance of assigned staff including setting of clear expectations, creating a safe welcoming environment, provides opportunities and challenges for a diverse workforce, provides feedback, coaching, and holds employees accountable, and similar responsibilities.

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, Engineering, Computer Science, or related field,
AND

Two (2) years of directly related electric utility experience;

OR

Six (6) years of directly related electric utility experience.

Preferred Education and Experience:

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

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

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

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Project management, negotiation, relationship building/partnering, and conflict management/mediation

Computer applications including word processing, spreadsheets and data bases

Computer applications for engineering and electrical systems

Principles and practices of providing work direction and guidance to others

Customer service techniques and practices

Business writing concepts and presentation techniques

Quality control processes

Conflict resolution practices and techniques

Applicable Federal, State, Local and District regulations

Leadership methodologies, financial and budgeting processes
Engineering concepts, theories and practices as they relate to technical data development and management
Land and electrical facilities data maintenance in both manual and automated format
Coaching, consulting, change management practices and facilitating techniques
Resource management theory and principles
Collaboration and conflict resolution methods
Records management
Accounting practices
Coordinate a variety of complex tasks and assignments simultaneously and set priorities
Communicate and work effectively, both orally and in writing, with various levels of the organization, outside agencies, and customers
Build and manage effective teams and facilitate alignment with District goals and objectives
Supervise, coach and assist staff in development of management/leadership skills.
Think logically, be organized and attend to details
Lead, coach, mentor, train staff and provide direction
Develop and maintain accurate documentation and standards
Learn, interpret and apply District Directives, policies and procedures
Learn, interpret and apply the Collective Bargaining Agreement and the District's Accident Prevention Manual.
Complete detailed reports and cost-benefit analysis
Use independent and discretionary judgment.
Manage confidential information
Use personal computer and associated software.
Understand Geospatial Information Technology and its application in the electric utility industry.
Work in a fast paced changing environment, interpret and manage complex functions.
Develop, sponsor and support the introduction of new and improved methods and practices
Develop and make effective presentations to all levels of the District
Establish automated records maintenance procedures and processes
Analyze complex problems, learn and apply new technologies and trends
Document procedures and train others to use them

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	Seldom (1-10%)
Stand	Seldom (1-10%)
Drive	Seldom (1-10%)
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	Seldom (1-10%)
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	Occasional (11-33%)
Use close vision	Constant (67-100%)
Use distance vision	Occasional (11-33%)
Use color vision	Occasional (11-33%)
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.

Lift/carry/push 25 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	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	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	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
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	Seldom (1-10%)
Work for long periods of time	Seldom (1-10%)
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	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	Never
Exposure to Electricity	Never
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	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.

Storm Center duties Occasionally - 1x quarter or 4-6 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.

