



Manager, Real Estate Services

Job Code	20000022	Job Family	Manager/1st Level leader	Leader	
Department	Real Estate	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

Manages the development and coordination of the acquisition and disposal of real property and real property interests of the District. Acts as the District's agent for activities related to Real Estate transactions. Coordinates with other District departments to ensure compliance with property and land use regulations. Provides supervision and management oversight to the Real Estate Department budget, staffing, department procedures, planning, records and project priorities. Supervises staff engaged in providing real estate services to internal and external District customers and ensures department alignment with District values, strategic priorities and objectives.

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 creating a positive safety culture, a culture where all employees feel respected valued and cared for 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

Leads and ensures the management and evaluation of the performance of assigned staff including setting clear expectations, coaching, positive recognition and employee accountability. Creates opportunity for employee development and training as appropriate. Ensures staff understands and complies with District Directives, policies, procedures, safety rules, and other similar responsibilities.

Accountability #4

Deliver exceptional value focused on resource planning by ensuring the evaluation of staffing needs of the department and makes recommendations to leadership for adjustment in staffing levels. Ensures interviews are conducted and staff selections are made to meet the District's strategic plans and critical goals. Ensures the coordination of workload with agents to maximize department resource effectiveness and use of external contracting resources when applicable, and other similar responsibilities.

Accountability #5

Maintain transparency and the trust of our customers and stakeholders in how the District manages real estate by representing the Real Estate Services Department at Commission meetings regarding real estate matters and ensures data informed recommendations are prepared for requests for joint use permits, easement grants, leases and disposition of surplus real property. Acts as the District's agent for activities related to Real Estate transactions with outside governing agencies and the public (e.g. applying for permits, licenses and payment of fees). Supervises the review and evaluation of LUD (Local Utility District) petitions submitted to the District. Evaluates the validity of LID (Local Improvement District) assessments on District property and supervises the maintenance of property inventory records, and similar responsibilities.

Accountability #6

Achieve the highest level of employee and community trust in how the District manages compliance by managing and coordinating with other District departments to ensure compliance with property and land use regulations, future property right needs and ensures the assessment of resource and funding needs required to accomplish the District's capital construction budget for real property and easement requirements. Ensures the review of proposals for rezones, variances, conditional use permits and other land use documents submitted by various cities and counties in the District's service area. Supervises the review of requests for vacating of streets, environmental impact statements and other documents submitted for review by state and local agencies, and similar responsibilities.

Accountability #7

Increase the public's confidence in the quality of the District's real estate management by supervising the analysis of statistical data for value estimates and appraisals to make data informed decisions supporting District operations and objectives. Reviews and approves legal documents and value summaries for purchase of properties or options for purchase. Consults with General Counsel regarding land management policies, procedures and ensures all documents are properly executed, recorded and filed in accordance with the District's Records Management Program and similar responsibilities.

Accountability #8

Deliver exceptional value to our customers through fiscally responsible planning and management by ensuring the development and monitoring of the Department budget and work prioritization to address staffing and resource requirements, goals and objectives, and estimates from other departments regarding the annual construction budget, conservation program, capital construction projects, identified special projects and similar responsibilities.

Accountability #9

Deliver environmentally sustainable services that demonstrates the District's stewardship and value of the natural environment by promoting sustainability and ensures processes are established for the acquisition, management and environmental stewardship of District properties and property interests to maximize the long-term benefits to the District and rate-payers, and ensures compliance with District directives. Ensures the identification of any environmental issues related to acquisition or disposal

projects to manage and quantify risk and similar responsibilities.

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, Real Estate Administration/Management, or related field, AND
Two (2) years of right-of-way experience in real estate;

OR

Six (6) years of right-of-way experience in real estate.

Preferred Education and Experience:

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

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

The ability to drive to customers premises and District facilities and properties is a functional requirement for performing this work on behalf of the District.

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

Senior Right of Way Professional (SR/WA).

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Communicate and work effectively with all levels of the organization, the public, and government agencies.

Use independent and discretionary judgment.

Make and carry out effective business decisions.

Identify and work with others to remove barriers to change.

Manage confidential information.

Learn, interpret and apply District policies, procedures and directives.

Manage many projects and shifting priorities.

Supervise, coach and provide positive direction to staff.

Supervise, coordinate, plan, organize and monitor progress of complex acquisition projects using District and contract staff.

Interpret and understand technical specifications and/or information including Federal, State, and local regulations and commercial law related to real estate issues.

Supervisory principles and practices.

Practices, principles and procedures of acquisition and disposal of property rights.

Negotiation and communication skills.

Appraisal and appraisal review methodology.

Title researching techniques, title law.

Engineering practices and environmental issues as they relate to real estate acquisition and disposal.

Governmental guidelines and regulations which could affect District owned property and property rights.

Desktop PC applications and enterprise resource planning systems.

Teamwork processes and team leadership.

Organizational systems and business processes.

Budgeting processes and cost management.

Project management.

Management/leadership theories and practices and change leadership.

Training theory and practice.

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	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	Never
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)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Occasional (11-33%)
Lift (note weight in open text box below)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Occasional (11-33%)
Use distance vision	Constant (67-100%)
Use color vision	Constant (67-100%)
Use peripheral depth perception	Constant (67-100%)
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	Occasional (11-33%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Occasional (11-33%)
Work alone	Occasional (11-33%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Frequent (34-66%)
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	Frequent (34-66%)
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	Constant (67-100%)
Direct work activities of others	Constant (67-100%)
Resilience	Frequency
Work under pressure	Frequent (34-66%)
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.

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	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
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Exposure to Heights	Never
Exposure to Electricity	Never
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	Never
Exposure to animals	Seldom (1-10%)
Working with angry customers	Seldom (1-10%)

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

Additional risk conditions may include homeless encampments, human waste, improperly disposed sharps on District property and occasional interactions with the public who may be under the influence of drugs or alcohol.

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.