

Manager, Substation Construction Operations & Apparatus



Job Code	20000019	Job Family	Manager/1st Level leader	Leader	
Department	Substation Construction	Reports to	Sr Mgr Subst Mtrg & Telcom Svc	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2061		
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 construction and operation of the District's 115 kV to 12 kV substations and 115 kV switching stations. Manages the maintenance activities of all transformers, apparatus and protective relays. Leads emergency response team for systems failures, malfunctions or other problems. Works jointly with the Manager of Substation Engineering in providing strategic oversight of the District's Substation Capital and O&M Plan. Build morale, manage, organize, plan, schedule work, personal and other resources to ensure a safe, efficient, cost-effective operation that facilitate alignment with District goals 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 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 #2

Delivers exceptional value to our customers through powerful cross group partnership and collaboration by communicating proactively with other District departments to ensure coordinated work efforts. Actively facilitates communications and activities between internal departments/divisions, various levels of the organization, outside agencies and customers, and similar responsibilities.

Accountability #3

Increase the public's confidence in the quality of continual improvement in service reliability by coordinating with other District departments such as Energy Control Center to schedule substation outages and coordinated work efforts. Manages activities of the Relay group, working with system protection, IT, substation engineering and others to resolve problems with protective and control devices. Manages the testing of new station and substation equipment including pre and post energization testing and equipment acceptance testing. Interprets test results and field information making recommendations and decisions regarding equipment repair or replacement, ensuring efficient and cost effective replacement/repair policies. Determines tool, material, and equipment replacement and purchase requirements. Plans and expedites delivery of construction equipment, materials and vehicles. Is responsible for the inspections of substation and switching station construction sites for design deficiencies, installation, work progress, and contract compliance. Develops, recommends, and initiates corrective actions. Conducts final inspection of substation construction projects, and similar responsibilities.

Accountability #4

Deliver environmentally sustainable services that demonstrates the District’s stewardship and value of the natural environment by promoting sustainability and environmental stewardship organizing and provides critical and emergency response to transmission, substation, generation, and distribution system failures and malfunctions caused by storm, disaster, or system component crisis. Ensures timely oil spill responses that cause oil filled equipment to rupture and spill; and timely clean-up of impacted area and adherence of established spill guidelines. Administer all safety and environmental requirements including monitored usage of SF6 gas used in Substation High Voltage equipment, and similar responsibilities.

Accountability #5

Achieve the highest level of employee and community trust in how the District manages compliance by ensuring adherence to District Directives and Standards and Federal, State, and Local laws and regulations. Ensures the District is complainant with appropriate NERC standards. Maintain internal monitoring of all equipment for maintenance and repairs following company and NERC requirements, 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 or related field, AND
Four (4) years of related utility experience;

OR

Eight (8) years of related utility experience.

Preferred Education and Experience:

Masters Degree in Engineering.

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

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

The manager is required to perform crew visits, site inspections and business travel.

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

Professional Engineer's license

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Substation Equipment/Operations

Protective Relay Operations Power Transformer operations and testing

The ability to understand transformer oil sample analysis and when to perform emergency and scheduled maintenance

Understanding on environmental impacts to the utility/county for oil spills, leaking SF6 gas, leaking battery electrolyte

The ability to direct employees (Union and Non Union) to efficient construction and maintenance activities

The ability to manage new technology such as energy storage device installations and maintenance

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 Senior Manager level.

Adaptability
Building Customer Relationships
Building Talent
Business Acumen
Coaching
Communication
Continuous Learning
Courage
Creating a Culture of Trust
Creating an Inclusive Environment
Cultivating Networks and Partnerships
Customer Focus
Delegation and Empowerment
Driving for Results
Driving Innovation
Emotional Intelligence Essentials
Facilitating Change
Financial Acumen
Guiding Team Success
Initiating Action
Inspiring Others
Leveraging Feedback
Planning and Organizing
Positive Approach
Professional Knowledge and Aptitude
Strategic Planning

Stress Tolerance

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	Seldom (1-10%)
Crawl	Never
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Frequent (34-66%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Frequent (34-66%)
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	Occasional (11-33%)
Use close vision	Frequent (34-66%)
Use distance vision	Occasional (11-33%)
Use color vision	Frequent (34-66%)
Use peripheral depth perception	Occasional (11-33%)
Speak	Frequent (34-66%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Visit Substation crews at various substations, wearing proper PPE reviewing work, equipment and solve problems experienced by crews. This may require to climb ladders to look at substation equipment.

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	Seldom (1-10%)
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	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	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	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)

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.

Visit job sites in all weather where some job sites are under construction.

Risk Conditions List	Frequency
Exposure to Heights	Seldom (1-10%)
Exposure to Electricity	Frequent (34-66%)
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Occasional (11-33%)
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Seldom (1-10%)
Noise Intensity	Seldom (1-10%)
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.

Extreme dangers exist when power equipment fails. Visiting Substations throughout the district have many high voltage components at each substation. Being in proxmatley to moving construction equipment when visiting crews at various substations.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

To solve Substation problems, reviewing equipment operating parameters, directing work force, making decisions on equipment when to remove (take off line) substations from Snopud electrical system in emergency situations.

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.