



Manager, Substation Engineering

Job Code	20000020	Job Family	Manager/1st Level leader	Leader	
Department	Substation Engineering	Reports to	Sr Mgr Subst Mtrg & Telcom Svc	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2062		
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

This position manages the resources, planning, budgeting, organization, and coordination of substation engineering functions (capital project design and management, develop engineering standards and processes, equipment specification and procurement, and operations support) consistent with the District's mission, goals, and values. Manages a professional staff in order to maintain morale, organize, plan, and schedule work and to ensure a safe, efficient, cost-effective operation that aligns with District goals and objectives. Provides technical leadership for the department.

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

Deliver exceptional value to our customers through continual improvement and innovation by administering, development and the implementation of substation design and construction standards and practices while maintaining good engineering discipline and practices. Maintains current knowledge of latest technological innovations and implements use in substation designs as appropriate, and similar responsibilities.

Accountability #4

Meet compliance and reporting obligations by ensuring adherence to District Directives and Standards and Federal, State, and Local laws and regulations. Ensures Substation Engineering is compliant with appropriate NERC standards.

Accountability #5

Demonstrate outstanding value relative to cost to our customers and practice cost-control asset management by developing and maintaining key vendor relationships associated with substation vendors to ensure service level agreements and deliverables are met. Administer (manage/supervise/oversee) the execution, use, and/or conduct of material, equipment, professional services, and construction procurement contracts including preparation of contract specifications and monitoring contractor/vendor/ consultant performance, and similar responsibilities.

Accountability #6

Deliver exceptional value to our customers through continual improvement and innovation to deliver improved reliability and achieve District goals and values by managing the design of all electrical substation facilities including new substations, relocations, upgrades and improvements. Approves all overarching/key substation design and planning documents such as Design Memorandum for new substations, Substation Design & Construction Standards, Switching One-Lines diagrams, substation related NERC/CIP documentation (FAC-8, BCA evaluation), and similar responsibilities.

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, AND
Four (4) years of progressive utility engineering experience.

Preferred Education and Experience:

Master's Degree in Engineering

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

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

Washington State Driver License
Washington State Professional Engineer License (PE) or the ability to obtain through reciprocity

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

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Excellent communication and coordination skills
Computer skills including use of typical business and technical software (Outlook, Excel, Word, Project, Cascade, Power BI, eDNA Web, etc.)
Knowledge of substation design practices and major equipment; excellent problem solving skills

Preferred Skills and Abilities:

Extensive knowledge of substation design practices, equipment, and operational requirements.
Extensive knowledge of District practices and workgroups and how they interrelate.

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	Frequent (34-66%)
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)	Never
Twist	Occasional (11-33%)
Bend/Stoop	Occasional (11-33%)
Squat/Kneel	Occasional (11-33%)
Crawl	Seldom (1-10%)
Reach	Occasional (11-33%)
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)	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	Frequent (34-66%)
Use distance vision	Occasional (11-33%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Seldom (1-10%)
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

Additional Physical Demands not listed above and associated frequency below.

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	Occasional (11-33%)
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	Frequent (34-66%)

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	Frequent (34-66%)
Organization	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Occasional (11-33%)
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.

working long shifts during storms, being on call, etc.

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	Occasional (11-33%)
Exposure to Toxic or Caustic Chemicals	Never
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	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.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

The manager of the substation department will be called upon give recommendations to substation construction when problems occur. An example recently would be about a lighting strike and the resultant condition of a substation regulator. The substation manager will participate in storm duty in a various capacities. 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.