



# Manager, Water Engineering & Technical Services

<b>Job Code</b>	20000979	<b>Job Family</b>	Manager/1st Level leader	<b>Leader</b>	
<b>Department</b>	Water Resources Engineering	<b>Reports to</b>	AGM Water Utility	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Exempt	<b>Pay Grade</b>	2061		
<b>Last Updated</b>	9/20/2023				

### 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, management, and technical expertise for the Water Utility's Engineering and Technical Services group and all associated capital, large scale maintenance, and developer funded construction projects. Provides tactical and strategic direction and technical expertise in managing and coordinating engineering and scheduling for all source, storage, treatment, transmission, and distribution system expansion and improvement projects consistent with industry, local, state and federal regulations and the District's mission, goals and values. As the manager and supervisor in direct responsible charge of unlicensed engineers, the position trains, mentors, reviews, approves, and may seal the work of unlicensed engineering staff as needed as well as develops staff to perform the department functions accurately and efficiently. In addition to leading and managing the group, the position will also oversee projects for the Water Division, providing technical, professional engineering, and project management as needed related to the design, construction, maintenance, operations, improvements of and additions to the District's water facilities and systems in a technically sound, safe, timely, and cost effective manner to enable the District to realize its goals and objectives. Successfully applies intensive and diversified knowledge of professional engineering principals and practices in a broad area. Represents the District in conferences, technical and/or business and trade groups.

## 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 as well as 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 the Water Engineering and Technical services group 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 accepted Water industry regulatory standards and the District's current Water Policies and Procedures Manual. 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 Key Performance Indicators (KPIs), 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**

Ensures outstanding value relative to cost to our customers by ensuring the reliable operation and optimization of the District's Water systems and assets by overseeing projects for the Water Division which may have many complex features requiring engineering expertise and an overall knowledge of federal, state, local and the District's professional engineering practices, standards, and methods. Directs, coordinates, and reviews or approves work of the Engineering and Technical Services Team and Consultants' work on projects based on engineering principles and pre-established District standards and practices. Helps develop new engineering standards and practices to support changing technologies and business needs.

**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](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

### Qualifications – Education and Experience

**Minimum Required Education and Experience:**

Bachelor's Degree in Engineering,  
ANDTwo (2) years of utility related professional engineering experience;

OR

Six (6) years of directly related engineering experience.

**Preferred Education and Experience:**

Master's Degree in Electrical  
Engineering, Civil Engineering, or Mechanical Engineering.

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

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

Valid Washington State Driver's License.

Washington State Professional Engineering (PE) License.

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

Relevant Washington State Water certifications including Water Distribution Manager and Cross Connection Specialist.

**Qualifications – Skills and Abilities**

**Minimum Required Skills and Abilities:**

Principles, practices, methods, analysis, equipment, and techniques in their department's field of engineering specialty.

Engineering plans and specifications, construction standards and methods, design standards, safety practices and codes, fundamentals of project management.

Advanced engineering concepts as related to the specific technical area of engineering.

Management and supervisory principles and practices. Project management, negotiation, relationship building/partnering, and conflict management/mediation. Computer applications including word processing, spreadsheets and data bases and applications for engineering and water systems. Customer service techniques and practices. Financial and budgeting processes.

Applicable Federal, State, local and District water codes and regulations. District, Federal, State and Local Safety Regulations. Professional Engineering principles and practices. Construction concepts and management. Water System design, construction, and maintenance experience.

Public Work contract requirements and administration. Leadership methodologies. Supervise, coach and assist staff in development of management/leadership skills. Teach, lead, and coach staff on the importance of customer satisfaction. Build and manage effective teams 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 to complex technical problems. Effectively coordinate a variety of activities. Use independent and discretionary judgement. Negotiate and facilitate change in the organization.

Project development and scheduling methodologies, project management.

Facility and system operation and maintenance.

Computers and applicable computer applications.

Fundamental economic analysis and evaluation techniques.

Regulatory requirements applicable to the District, District policies and procedures.

Principles and practices of providing work direction and guidance to others.

Provide leadership to analyze, recommend and implement solutions to complex engineering problems.

Perform difficult and technical engineering duties in the analysis, design and coordination of projects in the area of technical expertise.

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Communicate effectively both orally and in writing, at all levels of the organization, outside agencies, vendors, contractors, and the general public.  
Compile and analyze statistical and technical information and data including preparation of technical reports.  
Interpret, apply, and explain codes, regulations, policies, and procedures.  
Learn the District's work authorization procedures.

**Preferred Skills and Abilities:**

Fundamental knowledge of data analytics, reporting and data dashboards, AutoCAD, ArcGIS, Microsoft Office, Survey Data Collection, Hydraulic Modeling, Water Utility Management.&nbsp;nbsp;

**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	Frequent (34-66%)
Walk	Frequent (34-66%)
Stand	Frequent (34-66%)
Drive	Frequent (34-66%)
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)	Never
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.**

**Mental Demands**

<b>Communication</b>	<b>Frequency</b>
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%)
<b>Comprehension</b>	<b>Frequency</b>
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%)
<b>Reasoning</b>	<b>Frequency</b>
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%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Frequent (34-66%)
<b>Resilience</b>	<b>Frequency</b>
Work under pressure	Frequent (34-66%)
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 with the public, developers, consultants and contractors - Frequent (34-66%)



## Work Environment

### Environmental Conditions List

Environmental Conditions List	Frequency
Exposure to weather	Occasional (11-33%)
Wet and/or humidity	Occasional (11-33%)
Atmospheric conditions	Occasional (11-33%)
Confined/restricted working environment	Occasional (11-33%)
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

Risk Conditions List	Frequency
Exposure to Heights	Seldom (1-10%)
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Seldom (1-10%)
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	Seldom (1-10%)
Working with angry customers	Occasional (11-33%)

**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.**

No

## 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.