



Operational Technology Engineering Specialist I

Job Code	20000201	Job Family	Engineering	Professional / Knowledge Worker	
Department	Operational Technologies Engin	Reports to	Mgr Operational Tech Eng	Union Status	Non-Represented
FLSA Status	Non-Exempt	Pay Grade	2055	This Job is a Lead	No
Last Updated	12/1/2022				

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 assistance in the support of the Operational Technology (OT) systems functionality (SCADA/DMS/OMS/eDNA). Assists in the development, implementation, and improvement of technical work processes in the applications of the OT systems and cyber security issues as they relate to OT systems. Works with more senior OT staff to support daily operational issues while learning the technology and troubleshooting aspects of the job. Receives instructions on specific job assignment objectives and possible solutions and then independently performs most job assignments.

Accountabilities

Accountability #1

Leverages technology and prudently manages costs to deliver outstanding value to our customers by assisting in OT software implementation under the direction of more senior OT staff including testing, developing displays, and similar responsibilities.

Accountability #2

Achieve the highest level of employee and community trust in how the District manages the electrical system by assisting in OT software support under the direction of more senior OT staff including troubleshooting issues and problems, and similar responsibilities.

Accountability #3

Deliver exceptional value to our customers through continual improvement and innovation by assisting in development of OT processes under the direction of more senior OT staff including compliance and training processes, and similar responsibilities.

Accountability #4

Demonstrate powerful partnership that serves as a valuable resource for our customers and partners by assisting in documentation of OT processes under the direction of more senior OT staff including compliance, training documentation, and knowledge transfer documentation, and similar responsibilities.

Accountability #5

Achieve the highest level of employee and community trust in how the District manages the electrical system by assisting and participating in safety and training regarding the OT processes and applications under the direction of more senior OT staff, 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 Physical Science, Computer Science, Engineering, or related field;

OR

Four (4) years of related engineering, information technology, or operational technologies 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:

- Basic principles, practices, methods, analysis, equipment, and techniques in computer technology
- Data management, office automation, and distributed processing techniques and concepts
- Basic economic analysis, risk assessment, and risk management techniques
- Various computer programming languages and operating systems
- Facility and system operation and maintenance
- Customer relations techniques
- District's mission, objectives, values and business drivers
- Work in a team environment with a strong customer focus both internal customers and external customers
- Communicate and work effectively, both orally and in writing, with various levels of the organization, outside agencies, and customers
- Successfully complete computer technology aspects of design and construction projects and other assigned tasks
- Plan and organize work, incorporating changing District priorities
- Proficient use of latest computer technologies and tools applicable and available at the District in performing assigned tasks and projects
- Learn, interpret, apply, and explain codes, regulations, policies and procedures
- Develop technical concepts, scope of work, schedules, cost estimates, methods, and manage project technical aspects through completion
- Train other department personnel in the area of expertise
- Maintain records and prepare reports
- Use independent and discretionary judgment
- Learn, interpret and apply District directives, policies and procedures
- Work with and maintain confidential information

Preferred Skills and Abilities:

Excellent written and verbal skills are highly desirable.

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

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	Never
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)	Never
Fine finger manipulation	Frequent (34-66%)
Operate foot controls	Seldom (1-10%)
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	Occasional (11-33%)
Use distance vision	Seldom (1-10%)
Use color vision	Never
Use peripheral depth perception	Never
Speak	Occasional (11-33%)
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	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	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	Constant (67-100%)
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	Frequent (34-66%)
Plan work activities of others	Never
Direct work activities of others	Never
Resilience	Frequency
Work under pressure	Frequent (34-66%)
Work for long periods of time	Frequent (34-66%)
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	Never
Wet and/or humidity	Never
Atmospheric conditions	Never
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
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Never

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.

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.