Operational Technology Engineering Specialist II

Job Code	20000203	**Job Family**	Engineering	**Professional / Knowledge Worker**	
Department	Operational Technologies Engin	**Reports to**	Mgr Operational Tech Eng	**Union Status**	Non-Represented
FLSA Status	Exempt	**Pay Grade**	2057	**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 for the OT systems and cyber security issues as they relate to OT systems. Initiates work to improve the user experience and troubleshoot problems as well as looking for possible solutions. Independently performs most job assignments. Assists in training other personnel on the OT applications. Works with other departments on testing and implementation of new work.

Accountabilities

Accountability #1
Leverages technology and prudently manages costs to deliver outstanding value to our customers by assisting in OT software implementation with minimum supervision including testing, developing displays, and testing, 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 troubleshooting issues, finding solutions or workarounds, and similar responsibilities.

Accountability #3
Deliver exceptional value to our customers through continual improvement and innovation by assisting in development of OT processes in development of OT processes including NERC compliance processes 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 including 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, 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, AND Two (2) years of related engineering, information technology, or operational technologies experience;

OR

Six (6) 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:**
- Principles, practices, methods, analysis, and advanced techniques in computer technology
- Data management, office automation, and distributed processing techniques and concepts
- Fundamental economic analysis, risk assessment, and risk management techniques
- Electric system design and operating concepts and theories
- Various computer programming languages and operating systems
- Knowledge of database systems and cyber security issues
- Principles and practices of providing work direction and guidance to others
- Facility and system operation and maintenance
- Customer relations techniques
- District's mission, objectives, 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 lead computer technology aspects of assigned projects
- Plan and organize work, incorporating changing District priorities
- Proficiently use 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, budgets, methods, and manage projects through completion
- Provide work direction, guidance and technical assistance to others
- Perform difficult and technical computer technology application duties in the analysis, design and coordination of projects in the area of technical expertise
- Compile and analyze statistical and technical information and data including preparation of complex reports
- Use independent and discretionary judgment
- Act in a lead capacity on assigned tasks and projects
- Use computer technology tools required for the job

Learn, interpret and apply District directives, policies and procedures
Work with and maintain confidential information

Preferred *Skills and Abilities:*

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)	Never
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	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.

Frequently - 1x month 6-12 times a year 1-2 calls per shift can be expected

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.