



Project Coordinator

Job Code	20000857	Job Family	Project Management	Professional / Knowledge Worker	
Department	Various	Reports to	Various	Union Status	Non-Represented
FLSA Status	Non-Exempt	Pay Grade	2054	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

Working under the guidance of a manager or project manager, the Project Coordinator helps prepare comprehensive action plans, including resources, timeframes, and budgets for projects. They perform various coordinating tasks, such as scheduling meetings, helping to document and track risks and issues, setting up and maintaining project documentation and helping with financial and general queries. The Project Coordinator achieves success through excellent time management and communication skills, collaboration with the project team to deliver project results, meet deadlines, and control costs.

Accountabilities

Accountability #1

Supports successful project initiatives assisting project managers and teams in creating and maintaining standard project artifacts including project charter, schedule, communication plan, risk/Issue log, budget, scope/deliverable list, and similar responsibilities.

Accountability #2

Supports transparency and the trust of our customers and stakeholders through assisting project managers with financial management process. Assists in the develops accurate cost estimates and reports. May participate in and document Request for Proposal (RFP) processes; helps monitor project progress and expenditures; identifies variances and potential impacts and raises issues to the project manager, and similar responsibilities.

Accountability #3

Supports project teams in developing technology and processes that serve the District and customers now and for the future by applying exceptional analytical and problem solving skills to project planning and problem resolution. The Coordinator will; research issues and recommend solutions; keep the project organized and may identify potential improvements; identify potential issues impacting project execution, and similar responsibilities.

Accountability #4

Utilizes leadership skills to support work required to complete the project. The project coordinator will be assigned tasks that may include leading sub-teams for specific deliverables (e.g., risk management, Benefits Realization Management, Scrum Meetings, etc). They must be comfortable leading others in accomplishing work; building relationships with team members, and similar responsibilities.

Accountability #5

Supports effective communication by working with the project manager to prepare and present various

documentation including meeting notes, project presentations, documenting issues and risks, capturing critical decisions and actions items, and similar responsibilities.

Accountability #6

Supports management of project risks and resolution of issue to provide effective cost management, implement on schedule and deliver planned scope. The project coordinator documents and tracks status of risks and issues. Assists the project manager by following through on risk management plans, and similar responsibilities.

Accountability #7

Supports project team in leveraging technology and process improvements to maximize team performance, deliver project on time and on budget. Utilizes technology and collaboration tools to create project team online worksites, assists in maintaining documentation, and similar responsibilities.

Accountability #8

Supports management in making data-informed decisions related to budget and employee resource management. Coordinates creating and updating resource plans, identify potential data gaps, facilitates resource planning meetings, and similar responsibilities.

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 Business Administration, Computer Science, Information Technology, Project Management, or related field;

OR

Four (4) years of experience coordinating projects or managing business operations.

Preferred Education and Experience:

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

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

Washington State Driver's License.

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

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

- Scheduling
- Strong organizational and multi-tasking skills
- Record-keeping
- Monitoring progress of work and deliverables
- Tracking issues and tasks
- Preparing communications (e.g., Status reports, presentations, etc)
- Excellent analytical and problem solving abilities
- Facilitating team meetings

Preferred Skills and Abilities:

- Leadership
- Problem management

Experience with project management tools (MS Project, Azure Dev Ops, SharePoint)
Technical experience (IT and/or engineering familiarity)
Strong SharePoint knowledge
System and process Testing
Root cause analysis
Leading work/tasks of others (e.g., projects, change initiatives, or for specified deliverables, etc.)

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

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

Frequency

Understand and carry out simple oral instructions	Constant (67-100%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
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	Frequent (34-66%)
Speak with clarity with others	Frequent (34-66%)
Comprehension	Frequency
Read and carry out simple instructions	Constant (67-100%)
Read and carry out complicated instructions	Occasional (11-33%)
Retain relevant job information	Constant (67-100%)
Reasoning	Frequency
Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Occasional (11-33%)
Use intermediate and/or advanced math	Occasional (11-33%)
Organization	Frequency
Plan own work activities	Occasional (11-33%)
Plan work activities of others	Occasional (11-33%)
Direct work activities of others	Occasional (11-33%)
Resilience	Frequency
Work under pressure	Occasional (11-33%)
Work for long periods of time	Seldom (1-10%)
Work on several tasks at the same time	Constant (67-100%)

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.