



Project Manager I

Job Code	20001069	Job Family	Non-Technical Project Management	Professional / Knowledge Worker
Department	Various	Reports to	Various	Union Status Non-Represented
FLSA Status	Exempt	Pay Grade	2054	This Job is a Lead No
Last Updated	05/13/2023			

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

The Project Manager I is responsible for leading small projects from inception to execution. This includes planning, execution and managing the people, resources, and scope of the project. Project managers must have the discipline to create clear and attainable objectives and to see them through to successful completion. The Project Manager I has full responsibility and authority to complete the assigned project. The project manager's responsibilities include overall management, but they are seldom directly involved with the activities that produce the end result. The position also oversees any associated products and services, project tools and techniques to help ensure good practices. In addition, project managers are responsible for building project teams and making projections about the project's risks and uncertainties.

Accountabilities

Accountability #1

Maintain project standards so they are conducted and completed in a safe, efficient, timely, and cost effective manner, including monitoring to ensure work is conducted in accordance with applicable local, state and federal laws and guidelines. Maintains the District's operations and capital, and similar responsibilities.

Accountability #2

Provide exceptional customer service to colleagues and stakeholders, internal and external. Partner in the planning, designing, and implementation of projects and provide oversight of projects to ensure the best possible use of District resources, and similar responsibilities.

Accountability #3

Assist in leveraging technology and prudently managing costs to deliver outstanding value to our customers by managing projects and resources in a positive and cost effective way, and similar responsibilities.

Accountability #4

Demonstrate continual improvement that delivers outstanding value to our customers by developing, recommending, and effectively managing project 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 #5

Demonstrate outstanding value relative to cost to our customers by developing, recommending, and

effectively managing project 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

Help create a culture of caring, mutual respect and trust that helps co-workers and contractors do their best work for the benefit of the District, customers, partners and stakeholders. Achieving this by being open to receiving feedback from our employees and contractors while working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

Accountability #7

Ensure the highest level of project success by formulating project scope and gathering and assessing available resources, including personnel, materials, and technology; selecting and managing a team from among internal and external stakeholders; leading project planning sessions to set project goals and objectives, determine timelines, define tasks, and outline resources, and similar responsibilities.

Accountability #8

Be a key point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy; make effective decisions when presented with multiple options for how to progress with the project; synthesize and analyze data to prepare accurate financial forecasts and reports, and similar responsibilities.

Accountability #9

Contribute to excellent communication by organizing regular status and review meetings as necessary, including generating and distributing meeting minutes; overseeing all incoming and outgoing project documentation, including managing contracts; monitoring the progress of project using appropriate tracking tools, and addressing issues that may arise, ensuring project deliverables are completed on time, and similar responsibilities.

Accountability #10

Certify that project requirements have all been completed, via any final reports and documentation, including documenting the project history, and evaluating any areas for improvement, and similar responsibilities.

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, or related field;

OR

Four (4) years of directly related technical experience, or experience managing projects and/or teams.

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):

Certified Project Management Professional (PMP)

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Demonstrated expertise through all phases of a project life cycle
Excellent written and verbal communication skills
Working knowledge of Microsoft operating systems and programs
Expertise with project management software as needed
Strong negotiation and conflict resolution skills

Highly organized with excellent attention to detail
Strong management, leadership, and interpersonal skills
Ability to present technical information clearly and concisely at a level appropriate to the target audience
Ability to solve problems by systematically analyzing issues, drawing logical conclusions, and recommending practical solutions
Flexibility and creative thinking
Demonstrated ability to effectively direct, coordinate, and follow up with team members to ensure timely completion of project deliverables
Proven ability to effectively collaborate with internal and external stakeholders

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	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	Frequent (34-66%)
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	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Occasional (11-33%)
Work alone	Occasional (11-33%)
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%)
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	Occasional (11-33%)
Use intermediate and/or advanced math	Occasional (11-33%)
Organization	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Constant (67-100%)
Direct work activities of others	Constant (67-100%)
Resilience	Frequency
Work under pressure	Constant (67-100%)
Work for long periods of time	Frequent (34-66%)
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	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.

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.