

Senior Manager, Facilities Maintenance & Capital Construction



Job Code	20000007	Job Family	Senior Manager	Leader	
Department	Facilities	Reports to	AGM Gen Pwr Rates & Trans Mgmt	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2061		
Last Updated	8/29/2022				

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 vision, leadership, management and expertise for the District's Facilities groups. Facilities includes all buildings, landscape and grounds, building safety, utilities, space utilization, energy management systems, operations, maintenance, capital improvements, and long-range planning. Oversees, directs, and provides strategic leadership to the Planning & Engineering, Landscape & Grounds, Facilities Maintenance and Custodial groups. Develops, prioritizes, and implements an overall organizational plan and departmental goals including assessment of current and future facilities for short term and long-range planning. Responsible for the development and management of Facilities Operating and Capital budgets, including the forecast for the Facilities Master Plan. Establishes work priorities, staff assignments and administrative procedures.

Accountabilities

Accountability #1

Creates a culture of caring, mutual respect and trust that empowers employees to do their best work for the benefit of team members, customers, partners and stakeholders. Provide employees the opportunity to develop through training, positive feedback and coaching. Leads positive change in the organization, recognizes employee performance and achievements, is open to receiving feedback from employees and creates a safe, equitable and inclusive environment. Ensures staff understands and complies with District Directives, safety rules and other related policies and procedures. Ensures department goals and objectives align with District goals and objectives. Ensures that the department is appropriately staffed, including determining the needs of the department to ensure that employee skill sets match the work, ensures the right person is hired for the right job and that the right employee is doing the right job and similar responsibilities.

Accountability #2

Leads and creates a culture of continual improvement that delivers outstanding value to our customers by recognizing opportunities for improved efficiency and effectiveness and working with employees to create positive change. Develops accurate budgets, track actuals and make adjustments through the year as needed and similar responsibilities.

Accountability #3

Demonstrate outstanding value relative to cost to our customers by delivering and maintaining a Facilities Master Plan in alignment with District Strategic Plans. Develops short term and long term space plans for modifying existing space to support the goals and objectives of District departments. Develops facilities planning processes that identify the needs of District workgroups and involves them as stakeholders in the scoping and design process. Ensures project management processes that involve stakeholders and delivers projects on schedule and on budget. These projects may impact many business functions, have

multi-million dollar budgets, be mission critical, and require work and coordination of multiple internal and external individuals and groups with diverse interests and responsibilities. Ensures that the design and construction of these projects is consistent with the District's Strategic Plan and similar responsibilities.

Accountability #4

Achieve the highest level of employee and community trust in how the District manages facilities by ensuring that the District's facilities and grounds are operated and maintained in a manner that supports District needs, protects its assets, is fiscally responsible, environmentally sustainable, and in accordance with industry best practices. Ensures all District facilities are maintained in compliance with relevant building codes and applicable laws governing building construction, ADA compliance, signage, air quality, access, and hazardous materials usage and disposal. Develops and manages corrective action and strategies that minimize risk of non-compliance and similar responsibilities.

Accountability #5

Demonstrate powerful partnership that reflects an understanding of community and customer needs by developing relationships with internal and external customers and ensuring quality of service. This includes meeting customer needs, receiving feedback on quality of service and keeping them updated on project status 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 Business, Engineering, Architecture, Construction Management, or related field, AND

Four (4) years of progressive related work experience;

OR

Eight (8) years of progressive related work experience.

Preferred Education and Experience:

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

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

Ability to drive to job sites, trainings and conferences.

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

Certified facility manager or professional engineer's license.

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Project management, negotiation, relationship building, partnering, conflict management, and mediation.

Engineering and construction concepts

Planning, design, analysis, construction, maintenance of facilities
Public work contract requirements and administration
Cost benefits analysis and engineer economics
Methods and techniques used in effective management
Communicate and work effectively with all levels of the organization, governmental agencies, vendors, non-governmental organizations and the public.
Actively listen, showing empathy and compassion.
Supervise, coach and assist staff in development of management/leadership skills.
Provide direction concerning development and implementation of new and improved processes and work practices including measurements to improve productivity.
Manage, direct, plan, organize and oversee complex activities.
Build and manage effective teams and facilitate alignment with the District's strategic plan.
Interpret multiple architectural and engineering disciplines.
Analyze complex information and solve problems.
Manage confidential information.
Manage and use computer based systems for automation of record keeping, reporting, scheduling and project implementation.
Use independent and discretionary judgment.

Preferred Skills and Abilities:

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as "Leader" at the Senior Manager level.

Adaptability
Building Customer Relationships
Building Talent
Business Acumen
Coaching
Communication
Continuous Learning
Courage
Creating a Culture of Trust
Creating an Inclusive Environment
Cultivating Networks and Partnerships
Customer Focus

Delegation and Empowerment
 Driving for Results
 Driving Innovation
 Emotional Intelligence Essentials
 Facilitating Change
 Financial Acumen
 Guiding Team Success
 Initiating Action
 Inspiring Others
 Leveraging Feedback
 Planning and Organizing
 Positive Approach
 Professional Knowledge and Aptitude
 Strategic Planning
 Stress Tolerance

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	Seldom (1-10%)
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Never
Bend/Stoop	Never
Squat/Kneel	Never
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)	Never
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	Seldom (1-10%)
Use close vision	Occasional (11-33%)
Use distance vision	Seldom (1-10%)
Use color vision	Frequent (34-66%)
Use peripheral depth perception	Seldom (1-10%)
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	Occasional (11-33%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Occasional (11-33%)
Work alone	Occasional (11-33%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Occasional (11-33%)
Speak with clarity with others	Constant (67-100%)

Comprehension

	Frequency
Read and carry out simple instructions	Seldom (1-10%)
Read and carry out complicated instructions	Occasional (11-33%)
Retain relevant job information	Constant (67-100%)

Reasoning

	Frequency
Read and interpret data	Occasional (11-33%)
Count and make simple arithmetic additions and subtractions	Occasional (11-33%)
Use intermediate and/or advanced math	Seldom (1-10%)

Organization

	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Seldom (1-10%)
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	Frequent (34-66%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
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	Seldom (1-10%)
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	Seldom (1-10%)
Noise Intensity	Seldom (1-10%)
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.