



Senior Manager, Work & Asset Management

Job Code	20000787	Job Family	Senior Manager	Leader	
Department	Work and Asset Management	Reports to	AGM Distribution & Engineering	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 strategic leadership and direction for work and asset management processes within the Distribution & Engineering Services Division and across the District. Works closely with the AGM and other members of the District's Leadership Team to promote cross-functional and cross-departmental approaches to achieve Division and District goals. Ensures Distribution & Engineering Services plans and goals are aligned with the District's Strategic Plan. Oversees the planning, development, organization, communication, and implementation of the Enterprise Asset Management (EAM) program. Directs the development of the program, defines the strategic implications of the program and determines the requirements to achieve a successful implementation. Ensures that the program aligns to the District's overall strategic goals.

Accountabilities

Accountability #1

Foster and lead staff in creating a culture of safety, caring for employees, respect, and valuing one another, and similar responsibilities.

Accountability #2

Creates a culture of continuous improvement and internal and external customer centricity. Ensures establishment of team building, performance expectations, work priorities, staff assignments and administrative procedures. Cooperates with other District departments to ensure coordinated work efforts, and similar responsibilities.

Accountability #3

Deliver exceptional value focused on resource planning by ensuring evaluation of staffing needs of the department and makes recommendations to the AGM, Distribution and Engineering Services for increases and/or decreases in staffing levels. Ensures interviews are conducted and staff selections are made to meet the Districts strategic plans and critical goals, and similar responsibilities.

Accountability #4

Deliver exceptional value to our customers through measurement and change management by ensuring measurement of reliability and other departmental and District wide performance through the establishment and monitoring of relevant KPI's. Ensures advising and assisting to other departments in the implementation and change management of programs to assure compliance with health, safety, and similar responsibilities.

Accountability #5

Deliver exceptional value to our customers through fiscally responsible planning and management by

ensuring development and monitoring of the department budget and work prioritization. Ensures communication to other departments of variables affecting their budgets, and similar responsibilities.

Accountability #6

Maintain the public’s confidence in the quality of District leadership by ensuring the management and evaluation of the performance of assigned staff including the setting of clear expectations, coaching, positive recognition, and employee accountability. Creates opportunity for employee development and training as appropriate. Ensures staff understands and complies with District Directives, safety rules and other related policies and procedures, and similar responsibilities.

Accountability #7

Demonstrate powerful partnership that reflects an understanding of community and customer needs by ensuring that respective departments partner with communities within the District's service territory, and ensures the development, implementation and administration of programs and policies for complying with local, state and federal laws and regulations. and similar responsibilities.

Accountability #8

Create a culture of caring, mutual respect and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by providing employees opportunities to develop, supporting employees through change, hiring the right person for the right job, recognizing employee performance and achievements, being open to receiving, feedback from our employees and working daily to ensure a more equitable and inclusive environment, 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 Engineering, Business, Math, Economics, Public Administration, or related field, AND

Four (4) years of progressive related business experience;

OR

Eight (8) years of progressive related business experience.

Preferred Education and Experience:

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

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

Driving to jobsites/meetings.

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

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Applicable Federal, State, Local and District regulations.

District policies, procedures and directives.

Computer applications including word processing, spreadsheets and data bases.

Work Management, Asset Management, and Change Management concepts and practices.

Contract/procurement policies and practices.

Executive management presentation and communication techniques.

Financial and budget development and planning processes.

Labor/management contracts and practices.

Management theories and practices including cost-benefit analysis

Methods and techniques used in effective management.
Negotiation, relationship building/partnering, and conflict management/ mediation.
Problem identification and analysis techniques.
Program/project management methodologies and tools.
Short- and long-range planning.
Analyze complex business/technical issues and provide objective recommendations.
Exhibit forward-thinking in developing programs/processes.
Exercise cross-functional influence, translating between business owners and technical teams.
Deliver meaningful insights from complex analysis to explain analytical outcomes and technical roadblocks in business terms.
Work across business lines at senior levels to influence and effect change to achieve common goals and implement Division and District initiatives.
Adapt and change priorities as necessary.
Analyze and resolve high profile, complex and/or politically charged problems without incident.
Build and manage effective teams and facilitate alignment with District goals and objectives.
Communicate and work effectively, both orally and in writing, with all levels of the organization, outside agencies and customers.
Determine needs for financial resources and allocate them according to business priorities.
Learn, interpret and apply District Directives and policies.
Proactively and constructively deal with conflict.
Supervise, coach and assist staff in development of management/leadership skills.
Use independent and discretionary judgement.

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	Occasional (11-33%)
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	Seldom (1-10%)
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)	Seldom (1-10%)
Use Keyboard /mouse	Frequent (34-66%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
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	Seldom (1-10%)
Use close vision	Constant (67-100%)
Use distance vision	Occasional (11-33%)
Use color vision	Seldom (1-10%)
Use peripheral depth perception	Occasional (11-33%)
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

Additional Physical Demands not listed above and associated frequency below.

Duties are performed primarily in an office environment, and require the repetitive use of a computer, keyboard and mouse and extended periods of sitting at a desk. Incumbent is required to make business trips or attend training both in and out of state.

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	Constant (67-100%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Frequent (34-66%)
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	Occasional (11-33%)
Read and carry out complicated instructions	Occasional (11-33%)
Retain relevant job information	Frequent (34-66%)

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	Occasional (11-33%)

Organization

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

Direct work activities of others	Occasional (11-33%)
Resilience	Frequency
Work under pressure	Frequent (34-66%)
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.
Storm restoration efforts and employee conflicts can be mentally demanding.

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	Seldom (1-10%)
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Travel to indoor and outdoor work sites may be required for presentations, customer interactions, and worker/site ev

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Seldom (1-10%)
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Seldom (1-10%)
Extreme Hot	Seldom (1-10%)
Proximity to Moving Mechanical Parts	Seldom (1-10%)
Noise Intensity	Seldom (1-10%)
Exposure to animals	Seldom (1-10%)
Working with angry customers	Seldom (1-10%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

Tripping and fall hazards along with driving and other jobsite hazards may exist during field visits.

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.