



Water Engineering Technician I

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|---------------------|------------|-------------------|-------------|--|-----------------|
| Job Code | 20000069 | Job Family | Engineering | 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

Responsible for providing technical and administrative support, updates, and troubleshooting related to engineering related construction and regulatory projects as well as operational support to field staff. Learns and provides basic technical and entry-level engineering services to enable the District to realize its goals and objectives.

Accountabilities

Accountability #1

Deliver excellent customer experiences through reliable, dependable, predictable service by assisting with engineering or regulatory related projects including topographical data collection, layout and preparation of construction drawings, and technical specifications. Creates, updates, and maintains system civil, mechanical, electrical as-builts, maps, engineering records, exhibits, documents, and databases. Provides support at all levels of the department and/or division as needed, and similar responsibilities.

Accountability #2

Achieve the highest level of employee and community trust in how the District manages engineering construction by supporting District Operational Staff as needed in the development, use, training, and troubleshooting of all asset related management and scheduling tools, and similar responsibilities.

Accountability #3

Deliver exceptional value focused on clearly defined priorities and tradeoffs by providing basic engineering and technical support for select small to medium sized construction projects under the supervision of an Engineering Technician 2 or 3, Project Manager AND/OR a Professional Engineer, and similar responsibilities.

Accountability #4

Achieve the highest level of employee and community trust in how the District manages engineering construction by creating, updating, and maintaining system civil, mechanical, electrical as-builts, maps, engineering records, exhibits, parcel maps, presentation documents, construction standards, and databases, and similar responsibilities.

Accountability #5

Deliver exceptional value focused on clearly defined priorities and tradeoffs by providing project coordination support at all levels of the department and/or division as needed including support of operations and maintenance, administration, and engineering staff, and similar responsibilities.

Accountability #6

Contribute to ensuring customer needs are met and customers are satisfied by maintaining a positive attitude, good customer service skills, and promptly responding to internal and external customers.

Accountability #7

Ensure project commitments and deadlines are met through clear communication and coordination with team members, supervisors, and internal and external customers. Respond to customer inquiries, questions, and complaints by providing information concerning services, programs, projects, policies, or objectives as necessary.

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 Engineering, Drafting, Business, or related field;

OR

Four (4) years of Engineering, Drafting, or related work experience.

Preferred Education and Experience:

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

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

Valid Washington State Driver's License

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

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Engineering sciences and mechanics, mathematics and its application to engineering computations.
Drafting techniques.
Overall computer competency and ability to help troubleshoot issues as they arise.
Work in a team environment with a strong customer focus.
Successfully complete assigned tasks within schedule.
Plan and organize work, incorporating changing District priorities.

Preferred Skills and Abilities:

Project Management techniques.
Utility design standards and inspection practices.
GIS systems.
GPS equipment and surveying practices.
Manage multiple projects concurrently.
Communicate and work effectively with all levels in the organization, District, customers, and local and State agencies.
Interpret and apply codes, regulations, policies, and procedures.

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 | Frequent (34-66%) |
| Work on ladders | Seldom (1-10%) |
| Climb poles or trees | Never |
| Work at excessive heights (note heights in open text box below) | Seldom (1-10%) |

| | |
|--|---------------------|
| Twist | Occasional (11-33%) |
| Bend/Stoop | Occasional (11-33%) |
| Squat/Kneel | Occasional (11-33%) |
| Crawl | Seldom (1-10%) |
| Reach | Occasional (11-33%) |
| Work above shoulders (note specific activity in open text box below) | Seldom (1-10%) |
| Use Keyboard /mouse | Constant (67-100%) |
| Use wrist (flexion/extension) | Constant (67-100%) |
| Grasp (forceful) | Seldom (1-10%) |
| Fine finger manipulation | Constant (67-100%) |
| Operate foot controls | Frequent (34-66%) |
| Lift (note weight in open text box below) | Occasional (11-33%) |
| Carry (note weight in open text box below) | Occasional (11-33%) |
| Push/Pull (note specifics in open text box below) | Seldom (1-10%) |
| Work rapidly for long periods | Seldom (1-10%) |
| Use close vision | Constant (67-100%) |
| Use distance vision | Occasional (11-33%) |
| Use color vision | Constant (67-100%) |
| Use peripheral depth perception | Occasional (11-33%) |
| 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 | Occasional (11-33%) |
| Work alone | Frequent (34-66%) |
| Work as a member of a team | Frequent (34-66%) |
| 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 | 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 | Seldom (1-10%) |
| Direct work activities of others | Never |
| 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 | Occasional (11-33%) |
| Wet and/or humidity | Occasional (11-33%) |
| Atmospheric conditions | Occasional (11-33%) |
| Confined/restricted working environment | Seldom (1-10%) |
| Vibratory Tasks – High | Seldom (1-10%) |
| Vibratory Tasks – Low | Seldom (1-10%) |

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 | Seldom (1-10%) |
| Exposure to Toxic or Caustic Chemicals | Seldom (1-10%) |
| Working with Explosives | Never |

| | |
|--------------------------------------|---------------------|
| Exposure to Radiant Energy | Seldom (1-10%) |
| Extreme Cold | Seldom (1-10%) |
| Extreme Hot | Seldom (1-10%) |
| Proximity to Moving Mechanical Parts | Occasional (11-33%) |
| Noise Intensity | Occasional (11-33%) |
| Exposure to animals | Occasional (11-33%) |
| Working with angry customers | Occasional (11-33%) |

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.