



Water Engineering Technician III

Job Code	20000343	Job Family	Engineering Tech	Professional / Knowledge Worker
Department	Various	Reports to	Various	Union Status Non-Represented
FLSA Status	Exempt	Pay Grade	2057	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

Manages projects of all size and scope, small to large, to meet customer and District needs. 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 and mentorship of less experienced Engineering Technicians. Performs as a project leader on assigned projects and tasks and serves as main customer contact for projects.

Accountabilities

Accountability #1

Ensure excellent customer experiences through reliable, dependable, predictable service by coordinating and providing advanced engineering support for 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 serving as the project leader for construction projects of all size and scope or new Department / Division wide programs. . Projects that require a Professional Engineer to stamp the contract documents must be completed under the supervision of the Professional Engineer who will seal the plans, and similar responsibilities.

Accountability #4

Demonstrate continual improvement that delivers outstanding value to our customers by providing mentorship and support to less experienced Engineering Technicians , and similar responsibilities.

Accountability #5

Ensure 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 #6

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 #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 Engineering, Drafting, Business, or related field, AND
Two (4) years of Engineering, Drafting, or related work experience;

OR

Six (8) 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):

Project Management certification

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Engineering sciences and mechanics, mathematics and its application to engineering computations.
Project Management techniques.
Utility design standards and inspection practices.
Drafting techniques.
GIS systems.
GPS equipment and surveying practices.
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.
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.
Manage teams and individuals to maximize performance and satisfaction with the job.
Effectively train and mentor less experienced staff.

Preferred Skills and Abilities:

Principles, practices, and philosophies of project management and control.
Problem identification and analysis techniques.
Leadership methodologies and decision-making processes.
Cost benefit analysis techniques.

Systems analysis techniques and applications.

Business negotiations to establish vendor/supplier relationships.

District management philosophies, methods, and procedures, management sciences, organizational structures, accounting, budget presentation techniques and practices, and productivity enhancement techniques.

Plan, organize, and manage timely completion of large-scale projects which affect many business functions.

Resolve conflict.

Communicate effectively with a variety of internal and external customers who have diverse interests and operate at various levels within the organization.

Negotiate and manage confidential information.

Use project management tools and documentation to maintain accurate records.

Coordinate development and modification of projects.

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)	Seldom (1-10%)
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	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Constant (67-100%)
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	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	Frequent (34-66%)
Use intermediate and/or advanced math	Frequent (34-66%)
Organization	Frequency
Plan own work activities	Constant (67-100%)
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	Occasional (11-33%)
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	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	Occasional (11-33%)
Exposure to Electricity	Occasional (11-33%)
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.