

PUBLIC UTILITY DISTRICT NO. 1 of Whatcom County

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| Job Title: | Broadband Program Manager | Department: | Administration |
| Reports To: | Assistant General Manager | Status: | Exempt |
| Salary Range: | \$90,000 to \$110,000 | Position Type: | FTE |
| SUMMARY | | | |
| Assist the District’s Assistant General Manager in supporting the District’s Community Services group’s activities related to expanding access to high-speed broadband services for public agencies, residents, and businesses within the greater Whatcom County community in a manner that facilitates accomplishment of the District’s strategic goals. | | | |
| Supervision Received: | | | |
| Perform duties under the general supervision of the District’s Assistant General Manager. | | | |
| Supervision Provided: | | | |
| No supervisory responsibilities currently. | | | |
| Essential Duties and Responsibilities: | | | |
| <ul style="list-style-type: none"> • Assist the design, development, and pricing of District wholesale services provided to retail telecommunications service providers and other entities. • Assist in the development of business plans, staffing plans, policies, procedures related to the provision of existing and new telecommunications services by the District. • Develop and implement pilot projects to test the District’s ability to deliver new telecommunications services. • Develop relationships with other public agencies and governmental bodies within Whatcom County for the purpose of facilitating high speed broadband communications deployment through joint efforts: staffing, cost sharing, project funding, etc. • Develop and conduct studies to determine areas of the County which are either not served or underserved with respect to access to high speed broadband services. • Prepare applications for funding in response to County, State, and Federal <i>Request for Proposals</i> for grants and loans related to telecommunications studies and facilities. • Participate in District Commission meetings and workshops and conduct presentations for Commissioners, customers and the general public, as directed. • Assist in developing, implementing, and managing strategic initiatives related to telecommunications services, consistent with the District’s Strategic Plan. • Responsible for special projects, as assigned by Assistant General Manager, including team inter-departmental projects. • Must be available to work non-routine and emergency shifts including nights, weekends, holidays and other periods, as required during District emergency operations events. • Perform other duties as assigned by the Assistant General Manager. | | | |
| Qualifications: | | | |
| To perform this job successfully, an individual must be able to perform each essential duty as defined by the District. Ability to develop creative solutions that involve policy complexity and various stakeholders. The requirements listed both above and below are representative of the knowledge, skill, and/or ability that the Community Broadband Analyst must possess to adequately perform their responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | | |

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| Education and/or Experience |
| <p>Bachelor’s degree (B.S., B.A.) in a science, technology, engineering, telecommunications, computer networking, information technology, or related field obtained from a college or university is a minimum requirement. Equivalent combination of education and experience directly related to or including the requirements and duties as outlined above may be considered. Experience working for a municipal government or utility fiber network division or private telecommunications provider developing fiber network infrastructure would be considered relevant experience. Enthusiasm for making broadband service more accessible, and equitable in Whatcom County.</p> |
| Language Skills: |
| <ul style="list-style-type: none"> • Ability to read, analyze, and interpret general business, scientific and technical journals, technical procedures, legal documents, survey descriptions, maps, and governmental regulations. • Fluent in the English language with the ability to communicate clear and concise written and verbal instructions and information to coworkers, customers and others. • Ability to write routine reports and correspondence as well as speak effectively while working with District customers, staff or supervising contractors. • Ability to effectively prepare and present general and technical information and respond to general and technical questions from the General Manager, Commission, employees, customers, governmental agencies, vendors, and the public. • Ability to meet and work with the public effectively and courteously, when required. |
| Mathematical Skills: |
| <p>Ability to work with and understand mathematical and financial concepts such as probability and statistical inference and the ability to apply other mathematical concepts such as fractions, percentages, ratios, and proportions to solve and/or prepare solutions for the improvement of the District’s operations.</p> |
| Reasoning Ability: |
| <ul style="list-style-type: none"> • Ability to define problems, collect data, establish facts, and draw valid conclusions. • Ability to interpret an extensive variety of technical instructions in mathematical and financial analyses. |
| Other Skills and Abilities: |
| <ul style="list-style-type: none"> • Knowledge of equipment, facilities, materials, methods, and procedures used in deploying • Proficient in a variety of computer software including but not limited to MS Office and Internet browsers. |
| Certificates, Licenses, Registrations: |
| <ul style="list-style-type: none"> • Must possess a valid Washington State Driver’s License with driving record free from serious or frequent violation. • Must be able to obtain security and safety clearances required to gain access into Whatcom PUD’s customer facilities and electric substations, i.e. Transportation Worker Identification Credential (TWIC). |
| Physical Demands |
| <p>The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required by this position.</p> <p>While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl and/or smell.</p> <p>Specific vision abilities required by this job include close visions, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.</p> |

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required by this position.

While performing the duties of this job, the employee occasionally works in outside weather conditions, works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high, precarious places and is occasionally exposed to fumes, dust or airborne particles, toxic or caustic chemicals and the risk of electrical shock.

The noise level in the work environment is usually loud in plant or field settings and moderately quiet in office settings.

HR/OFFICE USE:

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| Reviewed By: | Stephan Jilk, General Manager | Date: 23 Feb 21 | New JD Approved |
| Approved By: | Commission Resolution No. 792 | Date: 25 May 21 | Title change/Salary Range Update |
| | Commission Resolution No. 787 | 23 Feb 21 | |

