



WHATCOM PUD

**Public Utility District No. 1
of Whatcom County
Ferndale, WA**

Assistant General Manager
\$145,000—\$175,000
Plus Excellent Benefits

Contact: Mark Wysocki at mark@mriheadhunter.com
or call 239-495-7885
Open Until Filled



PUD #1

A vote of the citizens of Whatcom County in 1937, created Public Utility District No. 1 of Whatcom County (PUD). The PUD became a functioning utility serving a new refinery with electricity in the 1950s. Further development of the Cherry Point Industrial Area located in northwest Whatcom County presented the opportunity for providing water to an aluminum smelter in the 1960s and the rest is history.

Today the PUD continues to provide power and industrial-grade water to Cherry Point industries and operates a second water system providing potable (drinking) and fire system water.

The PUD also works in partnership with the Port of Bellingham, to bring broadband infrastructure to under or un-served areas in Whatcom County.

Whatcom PUD maintains an active role in many regional water supply and water quality planning efforts and supports environmental and salmon habitat restorations/recovery efforts in Whatcom County.

Annual total cash flow in 2024 is estimated at \$23 million dollars.



WHO WE ARE

Whatcom PUD is governed under Revised Code of Washington Title 54 (RWC 54).

A three-member, non-partisan Board of Commissioners is elected by Whatcom County voters, who oversee the General Manager. The General Manager directs a staff of 25 who help carry out Commission policies and conduct PUD business. In 2023, the PUD operated on a budget of \$22.4 million. dollars

Power: Whatcom PUD owns 15 miles of transmission/distribution lines and 3 substations. The PUD supplies one electrical customer (Phillips 66 Refinery) and the PUD's two water intake plants an average of 29 MWh of energy purchased from Bonneville Power Administration.

Water: Whatcom PUD operates and owns two Water Treatment Plant Systems which provide industrial grade (non-potable) water to businesses and large industries at Cherry Point and irrigation water (approximately 50 customers).

Whatcom PUD owns and operates a potable water and fire system water for a large light-industrial area at Grandview/ Interstate 5 in North Ferndale, WA.

Total water treated/delivered: 5.4 billion gallons per year.

MISSION STATEMENT: *Public Utility District No. 1 of Whatcom County is a steward of public assets and resources providing locally controlled utility services for the benefit of the community.*

I ♥ WHATCOM



OUR AREA

Whatcom County is located in the northwest corner of Washington State. Situated just south of the Canadian border and 90 miles north of Seattle, it is a top recreation spot with mountains to the east and the Salish Sea and San Juan Islands to the west.

Boating, kayaking, golf, snow sports, mountain biking, cycling and enthusiasts of all kinds have unique access to the outdoors. The county also supports a number of community events and festivals, thriving arts culture, museums, theatre, and much more. Restaurants, small eateries, brew pubs and favorite coffee spots are abundant throughout. Whatcom County is made up of several small cities including Blaine, Ferndale, Everson, Lynden, Nooksack, Sumas and Bellingham, the county seat. Western Washington University and Whatcom Community College are located in Bellingham as well.

Whatcom PUD is located near the City of Ferndale, a vibrant community of 14,500 people, located on the Interstate 5 corridor, approximately 10 miles north of Bellingham, and is next to Nooksack River.

THE POSITION

Under the direction of the General Manager, the Assistant General Manager (AGM) provides leadership for the day-to-day overall operation and administration of the utility, including District operations and maintenance, strategic planning and initiatives, annual budgets, special projects, and capital improvements and engineering, in compliance with policies and procedures set by the Board of Commissioners required to make Whatcom PUD successful.

WHATCOM PUD

EDUCATION AND EXPERIENCE

A Bachelor's Degree in Engineering, or Business Administration or related field; AND

Five (5) years of experience relating to operations and maintenance of municipal water and electric utility systems with progressively greater management responsibilities.

HOW TO APPLY

For complete job description and benefit information see: www.pudwhatcom.org/about/job-opportunities

All qualified candidates are encouraged to apply. Applicants must submit a current resume and cover letter to Mark Wysocki at mark@mriheadhunter.com. Questions? Contact Mark at (239) 495-7885.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Valid Washington State Driver's License: Must possess or obtain within 30 days of employment, a valid license, with driving records free from serious or frequent violation.

Transportation Worker Identification Credential (TWIC): Must possess or be able to apply/obtain within 30 days, for security and safety clearances required to gain access into Whatcom PUD's

Public Utility District No. 1 of Whatcom County is an Equal Opportunity Employer.

PUD #1 of Whatcom County 1705 Trigg Road, Ferndale, WA 98248 (360) 384-4288
www.pudwhatcom.org

PUBLIC UTILITY DISTRICT NO. 1 of Whatcom County

Job Title:	Assistant General Manager	Department:	Administration
Reports To:	General Manager	Status:	Exempt
Salary Range:	\$145,000 - \$175,000	Position Type:	FTE
SUMMARY			
Assist the District's General Manager in managing the District's operations in a manner that facilitates accomplishment of the District's goals.			
Supervision Received:			
Perform duties under the general supervision of the District's General Manager.			
Supervision Provided:			
Exercise general supervision of the District's Director of Utility Operations and other District staff, as assigned by the General Manager. Perform supervisory responsibilities in accordance with the organization's policies and applicable laws.			
Essential Duties and Responsibilities:			
<ul style="list-style-type: none"> Act on the General Manager's behalf in his/her absence or when unavailable, as delegated by the General Manager or directed by the District's Commission. Ensure the continuity of District operations by signing District contracts and other legal documents, as delegated by the General Manager or in his absence, as directed by the District's Commission. Attend regular and special Commission meetings and workshops, give presentations to elected officials, customers and the general public. Assist General Manager in developing, implementing, and managing strategic initiatives consistent with the District Commission's Strategic Plan. Manage special projects and specific District initiatives as directed by the General Manager. Respond to customers' and other constituents' inquiries and complaints. Assist General Manager in negotiating, developing, implementing and maintaining industrial water contracts with existing and new customers. Lead management team's efforts to develop and maintain a robust District cybersecurity program. Backup management team's efforts to assure the District's compliance with regulatory standards governing electric utility operations. Backup management responsibility for power supply, transmission, interconnection, regulatory, and other agreements necessary for operation of the District's electric system and reliable electric services for District customers. Assist General Manager in assessing and managing District's risks to mitigate impacts on District operations from a financial, physical asset, legal, and regulatory perspective. Supervise, provide training, and assign work to District's Director of Utility Operations and other District staff as assigned by the General Manager. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws and as directed by the General Manager. Make recommendations to the General Manager regarding salary levels for District staff under supervision of Assistant General Manager. Participate in salary and wage negotiations, as directed by General Manager. Assist the General Manager in developing and enforcing rules, regulations, policies, and procedures which pertain to the District's operations. Must be available to work non-routine and emergency shifts including nights, weekends, holidays and other periods, as required during the District's operations and maintenance activities. 			

<ul style="list-style-type: none"> • Act as the District's representative at meetings, as assigned by the General Manager. • Perform other duties as assigned by the General Manager.
Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty as defined by the District. The requirements listed both above and below are representative of the knowledge, skill, and/or ability that the Assistant General Manager must possess to adequately perform their responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Education and/or Experience
Degree from four-year college or university and a minimum five (5) years of experience relating to operations and maintenance of municipal water and electric utility systems with progressively greater management responsibilities; or any equivalent combination of education and experience directly related to or including the requirements and duties as outlined above.
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.
Mathematical Skills:
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.
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"> • Thorough knowledge of equipment, facilities, materials, methods, and procedures used in water and electric utility systems operations and maintenance. • Knowledge and understanding of tools, machinery and equipment commonly used in electric and water utility systems. • Ability to guide, direct, and motivate staff; ability to organize and supervise the activities of various personnel performing operation, maintenance and construction work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, agencies, customers and the public. • Proficient in a variety of computer software including but not limited to MS Office, the Internet, as well as the District's Supervisory Control and Data Acquisition (SCADA) computer, equipment and devices.
Certificates, Licenses, Registrations:
<ul style="list-style-type: none"> • Valid Washington State Driver's License: Must possess or obtain within 30 days of employment, a valid license, with driving records free from serious or frequent violation. • Transportation Worker Identification Credential (TWIC): Must possess or be able to apply/obtain within 30 days, for security and safety clearances required to gain access into Whatcom PUD's customer's facilities and electric substations.

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			
<p>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.</p> <p>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.</p> <p>The noise level in the work environment is usually loud in plant or field settings and moderately quiet in office settings.</p>			
HR/OFFICE USE:			
Reviewed By:	C Heimgartner, General Manager	Date:	10/09/2023
Approved By:	Resolution No. 835	Date:	10/10/2023
Prior Updates:	Resolution No. 826	Date:	13 December 2022
	Resolution No. 720	Date	28 Feb 2017



Public Utility District No. 1 of Whatcom County

ADDITIONAL BENEFITS AND OTHER COMPENSATION

Healthcare:

Exempt employees will be provided with healthcare coverage consisting of medical, dental, vision and employee assistance programs. Coverage begins depending upon the date of hire. Specifics of these benefits may change from year to year.

Vacation Benefits:

Exempt employees begin to accrue vacation benefits upon the date of hire. Once employees successfully complete their 90-day introductory period, they are eligible to begin using accrued vacation time based on prorated benefit eligibility. Specifics are outlined in the Employee Handbook.

Sick Leave Benefits:

Exempt employees receive a maximum of 12 days (96 hours) of sick leave benefits per calendar year, accrued at a rate of eight (8) hours per month. Sick leave benefits are based on a prorated benefit eligibility.

Floaters (in lieu of Holidays):

Exempt employees receive a maximum of 12 days (96 hours) of "floating" paid holidays per calendar year, accrued at a rate of eight (8) hours per month, based on a prorated benefit eligibility. Accrued floaters may be used at any time, or can be cashed out at year end. Specifics are outlined in the Employee Handbook.

District Retirement Contribution:

Whatcom PUD does not participate in the Washington Public Employees Retirement System (PERS). In lieu of this, the District provides a retirement contribution benefit for exempt employees. This amount is established annually by the Commission and is currently set at 9.2% of the employee's base salary.

Deferred Compensation Program:

All employees are eligible to participate in 457k or Roth IRA deferred compensation program through EMPOWER, which is consistent with all state and federal regulations.

Employment:

Hours of Work: The normal workweek is 40 hours, Monday through Friday; however, some positions may require weekend, shift, holiday and/or overtime work.

Credentials/Licenses:

Valid Washington State Driver's License: Candidates must possess or obtain within 30 days of employment, a valid license, with driving records free from serious or frequent violation.

Transportation Worker Identification Credential (TWIC): Some candidates must possess or be able to apply/obtain within 30 days, for security and safety clearances required to gain access into Whatcom PUD's customer's facilities and electric substations.

Whatcom PUD is committed to a smoke/drug/alcohol free environment. Job candidates must be able to operate effectively in this work environment. Applicants who are offered employment will be required to provide proof of U.S. citizenship, permanent residence status or employment authorization, and proof of identification (photo I.D.). This requirement is the result of the Federal Immigration Reform and Control Act.