



## **Special Projects Coordinator**

Skamania County PUD #1 is a customer-owned electric and water utility located in Carson, Washington in the heart of the beautiful Columbia River Gorge. Located in southwestern Washington, 45 miles east of Portland, Oregon or Vancouver, Washington, Skamania County is accessible by I-84 in Oregon and crossing the Bridge of the Gods at Cascade Locks or via Highway 14 on the Washington side of the river. The utility is committed to providing the best possible service at the lowest cost. We are recruiting for an applicant to fill a Special Project Coordinator position and join our team with this same commitment to excellence.

Plans, and coordinates activities of designated projects for the District's electric and water utilities; writes grants for specific projects to ensure that goals and objectives of projects are accomplished within the prescribed scope, schedule and funding parameters by performing the following duties.

### **Coordinates**

Coordinates planning, feasibility, and preparation of work plans, schedule, and assist with budgets for projects. Prepares five-year Capital Improvement Plan (water and electric). Reviews project proposal or plan to determine time frame, funding limitations and procedures for accomplishing projects. Coordinates project activities with other governmental agencies. Coordinates the District's efforts to secure grants and low-interest rate loans from the various state and federal agencies for both water and electric operations, to include documentation required by granting agency.

### **Supports**

Supports both electric and water system operations, assists in the determination of line extension costs and easements, creates and updates digital maps.

### **Administers**

Administers the PCB tracking and record-keeping efforts of the District as required by regulation. Administers the District's mapping of both electric and water facilities. Prepares and oversees regulatory compliancy for the utility such as FERC and WECC for the electric department and NARUC, EPA, DOE, DOH for the water systems.

### **Prepares & Oversees**

Prepares grants and project reports for management or others. Assists in selecting and contracting with contractors and consultants. Oversees those contracts and manages consultant work. Completes all required paperwork for the funding agency throughout a project, including any quarterly reports, prevailing wage reporting, etc. Prepares and revises specifications for the bidding out of the project. Compiles all necessary data for the specs and plans, as supplied by the Engineer, copies, and mails to plan centers. Prepares presentations for management to possibly be presented to the Board of Commissioners.

### **Other Duties**

Attend and take minutes for PUD Board meetings. Assist with the preparation of the District's annual operation and capital improvement budget. Obtain easements and any

other legal paperwork from customers as the need arises. Conducts environmental reviews of the District's capital construction projects, SEPA and NEPA. Performs other duties as assigned.

**Attends**

Attends and represents the District at the quarterly WA-CERT meetings, WRIA 29 meetings, and similar outside agency meetings.

**Education and/or Experience**

Bachelor's degree in science, planning, administration or related field, other education and experience may be considered. Minimum of five years experience in project planning preferably in the areas of capital planning and special studies for water and electric utilities. To perform this job successfully, an individual should have a basic understanding of local and state environmental regulations, as they may pertain to the District's capital and maintenance projects, and be proficient in the following software: Excel, Word, PowerPoint, and VISIO.

Skamania County PUD #1 offers excellent benefits, and a competitive salary. For confidential consideration, please forward your resume, application, with cover letter, professional certifications and transcripts via email to [shonna@skamaniapud.com](mailto:shonna@skamaniapud.com) . Resumes may also be submitted to Skamania County PUD #1, Human Resources Dept., P.O. Box 500, Carson, Washington 98610. Recruitment efforts will continue until the position is filled.

**Equal Opportunity Employer**