



Utility Manager

Location: Oak Harbor, Washington (Whidbey Island)

Type: Exempt

Work Schedule: Full Time, Day Shift

Compensation: \$104,000 - \$124,800/Yearly

Benefits: Skookum is proud to offer a comprehensive compensation and benefits package to our eligible part-time and full-time employees.

Full-Time benefits of a Utility Manger at Skookum include:

- Medical, Dental, Vision, 401(k) retirement plan, Life & Short-Term Disability Insurance
- Flexible Spending Accounts for both medical and dependent care
- 11 paid federal holidays, accrual of 12 paid days of vacation at the start of employment, paid sick leave
- Potential shared earning bonus
- Tuition assistance is available after 1 year of employment and potential scholarships for qualified dependents
- Professional development, certifications, and training opportunities
- Verizon wireless discount
- Employee Assistance Program (EAP), and an engaging wellness program
- Public Service Loan Forgiveness eligibility for full-time employees

Skookum is a national non-profit, government contractor that is dedicated to “Creating Opportunities for People with Disabilities” through hiring and supporting individuals with disabilities and veterans with disabilities. We take pride in our mission-focused culture, our Core Values, Diversity, Partnership, Commitment, Integrity, and Quality, and our dedication to providing a safe and respectful work environment to our employees.

Skookum is seeking a knowledgeable and dedicated Utility Manger with a professional attitude.

Typical duties include but are not limited to:

- **Technical Expert** for managed assets and systems including Electrical Distribution, Wastewater Treatment Plant (WWTP) Operations, Natural Gas Operation, Steam Plant Operations, Water Distribution, and Stormwater Management. Has trade background in one or more of the above areas – maintenance, repair, and construction. Identifies/works systemic asset issues with Shop Lead, PWD SME, and Reliability Engineer to resolve via repair or capital project. Support annual asset planning with Reliability Engineer and PWD SME.
- **Shop Leadership.** Supervise, coordinate, and train employees in various facility maintenance activities. Coach, mentor, motivate, and supervise employees. Has successfully led one or more of the above shops – or the equivalent – from both internal productivity and client facing standpoint. Meet with major clients on a periodic basis: PWD PARS, Wings, Airfield Manager, MWR – and minor clients as needed, typically meeting in their space or at worksite. Ensure employee licenses and certifications required by the contract are current and valid. Responsible for the issue, turn in & securing of all government and Skookum keys/vehicles/phones.
- **Shop Execution.** Ensure all maintenance teams meet service expectations and quality standards. Has optimized a shop environment including overall prioritization, incentivizing performance, and tracking “planned vs. actual” execution at the craftsmen level. Monitor employees to ensure efficient use of time, performance, and understanding of work tasks. Spends about 25% of time at worksites or at the client site, gaining firsthand knowledge of work execution results.
- **Work Processes.** Lead shop support integration with Production Manager (Production Manager has overall lead for all shops) – mutually optimize work forecasting, planning, and scheduling, identify/resolve contractual/staffing issues, improve work processes, leverage Maximo/IPAD system and reporting.
- **Logistic Support.** Lead logistic support integration with Logistics Manager (Logistics Manager has overall lead for all shops) – mutually optimize material processes, work stocking request levels by shop, identify/support key improvements, e.g., IDIQ contracts, kitting, leverage Maximo/IPAD system and reporting.
- **Issue resolution.** Effectively respond to quality and service complaints including PAWS. Identify root cause and ways of preventing repeat occurrences. Works with Quality Control Manager for systemic improvements.

- **Training.** Create training agendas and employee improvement plans (tied to eval cycle) – works training priorities via on-the-job training (OJT), “just in time” classes, and formal classes.
- **Safety.** Ensures shop personnel are operating safely with correct PPE, gear, tools, and procedures. Works with Safety Manager to ensure compliance and improvements. Ensure that buildings are secured, and safety measures are taken when exiting.
- **Budget and Shop Improvement Plans.** Develops shop budget and quarterly shop improvement plan – prioritizing changes and working via quarterly improvement process (led by Site Manager). Includes contract/staffing alignment, production processes, logistic processes, system support, and other functional areas.

Qualifications:

- At least eight years of relevant experience at a comparable level of responsibility in projects of similar size, scope, and complexity.
- At least 3 years at the manager level. **Preference for trade or industry-related certs/quals/training in key utility technical areas of Water, WWTP, and/or Steam Operations.**

Physical Requirements:

Employees must have the ability to perform the following physical demands for extended periods of time with or without assistance. The physical demands of this position may be reasonably accommodated for individuals with disabilities to perform the essential functions on a case-by-case basis.

- Must be able to lift and/or move up to 30 pounds.
- May be required to reach, kneel, walk, stand, and use repetitive motion for several hours at a time based on position duties.
- Work may require repetitive motion, reaching, lifting, kneeling, and walking. Standing or sitting for several hours at a time, climbing in and out of a vehicle, and up and down stairs may also be required.
- Must have the perseverance to work effectively under pressure for extended periods of time.

Requirements:

- Proficient with MS Office (Word, Excel, Outlook).
- Maintain professionalism in both appearance and demeanor.
- A valid state driver’s license is required with the ability to obtain and maintain coverage by Skookum’s insurance.
- Must be able to obtain and maintain applicable security clearances and installation access. A background check and E-Verify will be conducted for this position.
- Must be able to obtain and maintain CAC card and installation access credentials.

Date posted: 04/10/2023

Skookum’s mission is “Creating Opportunities for People of with Disabilities”
Individuals with disabilities are encouraged to apply.

Disability Accommodations Available for Applicants: Skookum is here to help you with the recruitment process. If you require an accommodation or support to apply for a Skookum job, please contact us at (360) 475-0756 ext. 349 or email recruiting@skookum.org.

Skookum is an Equal Opportunity Employer - Women/Minority/Veteran/Disabled - Skookum participates in E-Verify.