



**ASSISTANT COUNTY ENGINEER - STORMWATER**

**Department: Planning and Public Works**  
**Job Class #: 160500**  
**Pay Range: Executive 10**

**FLSA: Exempt**  
**Represented: No**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is highly responsible senior division management position overseeing the infrastructure and engineering integrity of the Pierce County Flood Control District. Serves as the County Engineer in his/her absence and is responsible for planning, organizing, directing, and controlling the activities of the County storm water systems, water quality programs. Operational responsibilities include providing a safe and functioning County storm water collection and treatment system and the administration of the County's NPDES Municipal Storm water permit

**ESSENTIAL FUNCTIONS:**

- Is responsible for the Flood Control Zone District as required by RCW 86.15, this position is responsible for the administration of this independent taxing district. Duties include:
  - Establishing operating policies and procedures,
  - Financial management and reporting,
  - Preparation and implementation of a capital improvement plan,
  - Evaluation of project applications from all participating municipalities covered by the district and recommendation of approval by the Board of Supervisors.
- Serves as County Engineer in his/her absence.
- Coordinate the planning and operations of the Surface Water Management, Non-point Source Pollution Planning programs and the Pierce County Flood Control Zone District.
- Participate in development of policy recommendations for Pierce County's future water resource program needs, review State and Federal legislation pertinent to water resource issues in Pierce County and local programs and policies to assure compliance with federal and state mandates, as well as Pierce County's Comprehensive Plan.
- Provide leadership, supervision, and direction to professional and technical staff in the development and implementation of water resources programs.
- Develop program performance goals and objectives. Prepare and oversee the annual operating and capital budgets.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Make appropriate decisions in the assessment of unusual circumstances and exercise flexibility in selecting appropriate responses.
- Participate in and support development, measurement and execution of the mission, goals, and objectives of the county, department, division and individual work groups.
- Ensure effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Manage, supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow. (from agreed upon language in master)

## **ASSISTANT COUNTY ENGINEER STORMWATER**

### **Classification Description – Pierce County**

#### **Page 2**

#### **ESSENTIAL FUNCTIONS: (continued)**

- Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Meet with the public or other interest groups to discuss operation and maintenance of infrastructure facilities.
- Perform operational reviews and analyze and solve problems within area of responsibility. Review the operation of facilities, including preparation of reports outlining the status and issues involved.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.
- Lift and carry up to 20 lbs.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED:**

This classification works under the general direction of the Director of Planning and Public Works or designee. This position requires considerable exercise of independent judgment, discretion, and initiative and will have a high degree of contact with County, state, federal agencies, elected officials, vendors, consultants, engineering or construction firms, and private individuals or interest groups. This job class provides supervision, management, administrative oversight and planning for staff and programs within the Surface Water Management Division

#### **WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Assistant County Engineer Stormwater typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required. Travel to and from various work and field sites may be required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, driving, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Ability to travel to attend meetings away from regular work site may be required.

## **ASSISTANT COUNTY ENGINEER STORMWATER**

### **Classification Description – Pierce County**

#### **Page 3**

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **Knowledge of:**

- Sound and accepted engineering principles necessary to plan, develop, finance, operate and maintain major County infrastructure facilities and capital projects.
- Principles and practices of civil and environmental engineering principles, with emphasis on those issues relating to water quality and quantity.
- Methods and procedures utilized in project management and control.
- Public budgeting practices and techniques associated with enterprise fund and/or utility operations and management.
- Methods and techniques utilized in the management of water resources.
- Relevant laws and regulatory agency requirements associated with water quality and supply.
- Current trends, literature, and the developments in water resources management.
- Water resources activities and knowledge of relevant laws and regulatory agency requirements including federal, state and local laws, rules and regulations.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- Fiscal programs and budgeting.

##### **Skill in:**

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving

##### **Ability to:**

- Stay abreast of current literature, trends and developments in the Planning and Public Works and public utility fields.
- Make critical decisions involving large, complex technical or financial transactions; make decisions and exercise judgment in developing, applying and interpreting departmental policies and procedures.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Provide testimony at public hearings and trials.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Effectively assign, evaluate, and supervise professional, technical and administrative staff, including subordinate supervisors.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

## **ASSISTANT COUNTY ENGINEER STORMWATER**

### **Classification Description – Pierce County**

#### **Page 4**

- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Requires registration as a Professional Engineer in the State of Washington or the ability to obtain such registration within six months of employment. Bachelor degree in civil or environmental engineering or a related field and six (6) years of experience in civil or environmental engineering including four (4) years management experience in a storm water utility OR any equivalent combination of education and experience required. Master's degree in Engineering, Business or Public Administration is highly desired.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position.