



WATER QUALITY MANAGER

Department: Planning and Public Works
Job Class #: 945900
Pay Range: Professional 12

FLSA: Non-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 professional program management, policy, and supervisory work for Planning and Public Works Department, Surface Water Management Division. An employee in this classification is the central point of contact for County compliance and administration of water quality projects and programs required and consistent with the County's National Pollutant Discharge Elimination System (NPDES) permit issued by the Washington Department of Ecology. The incumbent performs highly-skilled professional planning and program management work in such areas as State and Federal regulatory compliance, environmental analysis, regional planning and other subject areas as appropriate and is required to monitor, report, analyze, and provide guidance and recommendations to the various executive departments and legislative bodies on means of managing risks to the County of noncompliance.

SERIES CONCEPT: This job class is the highest level of supervisory and management work in the Water Quality series. The Water Quality Manager is distinguished from other job classifications by having specialized knowledge of water quality program issues, environmental-related regulations, professional staff supervised, and overall program management responsibilities.

ESSENTIAL FUNCTIONS:

- Serve as the central point of contact for County compliance with NPDES permit.
- Supervise professional staff in NPDES program development, evaluation and assessment of program effectiveness and compliance, and required record keeping and reporting activities.
- Administer appropriate provisions of the Clean Water Act as implemented by the Washington State Department of Ecology.
- Ensure program operations and policies comply with federal and state laws, regulations and guidelines, and with county ordinances, policies and procedures.
- Evaluate and make recommendations to departmental, Executive and Council bodies on level, extent, and degree of projects and programs necessary to obtain compliance with NPDES permit.
- Prepare studies and staff reports relative to water quality issues and analysis of environmental impacts, review similar reports prepared by subordinates for adequacy and compliance with departmental guidelines and procedures.
- Develop long-range water quality monitoring programs; draft and recommend water resource related procedures and ordinances as appropriate.
- Plan and design appropriate water quality sampling techniques and strategies; oversee technical staff responsible for water quality sampling of surface water runoff, creeks, streams, lakes, and rivers.
- Oversee technical staff responsible for inspection of private storm systems, source control practices and Illicit Discharge Detection and Elimination (IDDE) permit.
- Participate in preparation of annual budget requests, grant proposals, and administration of the annual operating budget.
- Coordinate activities and research with other County departments, various community groups, governmental agencies, media representatives and other interested parties in order to promote water resource programs.
- Supervise and provide direction to the watershed councils support staff.

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ESSENTIAL FUNCTIONS: (continued)

- Participate in periodic review amendment of local codes and regulations to ensure continued compliance with state and federal standards; create necessary regulations, resolutions, and ordinances, and take them through the adoption process.
- Develop and implement the Shellfish Protection District through coordination, cooperation, and negotiations with other local, state, and federal agencies and programs.
- Develop the 2496 Lead Entity process and the integration of Salmon Recovery and Puget Sound Partnership efforts with the division along with coordination of recovery efforts in other county departments.
- Arrange, conduct and/or participate in public meetings and hearings, request the preparation of graphic displays, brochures, leaflets, newsletters, and other audio-visual materials; responds to questions and solicits input.
- Supervise and direct preparation of permit applications, issue papers, technical reports, and summaries of activities; write a variety of letters and memos.
- Communicate with staff and the general public regarding water quality issues, departmental policies and procedures; provide technical advice to engineering or other personnel.
- Participate in, propose and support division-level policies, initiatives, and budget management.
- Prepare, set, monitor, and evaluate progress on annual division work plans and redirects, and reassign personnel consistent with division priorities.
- Represent Pierce County position in negotiations, and committee or work group activities as assigned.
- Investigate grievances involving subordinates and recommend resolution; recommend promotions and disciplinary actions; approve leave requests and overtime; and assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards of front line supervisor and direct reports.
- Evaluate and interpret the results of water quality sampling data to identify illicit hookups, illegal dumping, etc.; identify water quality violations and enforce the implementation of corrective measures.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; works within the established working conditions of the position.
- Work a flexible schedule, which may include evening, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision of the Surface Water Management Manager. An employee in this classification works independently and is reviewed for success through reports, meetings, and results achieved. This classification supervises subordinate staff assigned to the work unit.

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WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Water Quality Manager works in an office on a daily basis and in the field environment on occasion. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Field inspection work is performed outdoors, around rivers, streams, lakes, water runoff sites, in flooded areas, and related environmentally sensitive areas that are subject to cold weather, rough or unstable terrain, and wet conditions. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Hand and finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. Walking, sitting, bending/stooping, pushing/pulling, reaching and lifting associated with water samples and sampling equipment weighing up to 40 pounds. Ability to travel to attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal, state, and local water quality/resource laws, rules, and regulations including the National Pollutant Discharge Elimination System (NPDES).
- Practice and procedure associated with the water quality field, specifically non-point pollution sources and pollutants.
- Federal, state, and local salmon recovery and Puget Sound recovery laws, rules, regulations, and programs, including Salmon Recovery Act, Endangered Species Act, Puget Sound Partnership Act, and others.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- Method and procedure involved in budget preparation, justification and control.

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.
- Use and operation of a personal computer and spreadsheet applications.

Ability to:

- Effectively plan, coordinate, and administer water quality programs.
- Plan, assign and coordinate work of others.
- Analyze and evaluate operations and take effective actions to correct deficiencies and resolve problems.
- Establish and maintain a cooperative and effective working relationship with staff members, all levels of County management, private and public officials, and the general public.
- Clearly communicate related laws, codes, regulations, and technical information to the public in a tactful and courteous manner.
- Speak in public and to communicate with individuals under stressful conditions including providing testimony in legislative settings and legal proceedings.
- Collect and analyze technical information and develop logical solutions or alternatives to problems, both immediate and long-term.

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KNOWLEDGE, SKILL AND ABILITIES: (continued)

Ability to: (continued)

- Train, orientate, assist, and evaluate performance of other professional and technical staff.
- Develop and implement sound fiscal accountability standards and set and establish performance measures.
- 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.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with major course work in environmental studies, engineering, planning, geography, public administration or a related field that clearly demonstrates the ability to perform the essential functions of the position and a minimum of five or more years of supervisory experience in water quality or natural resource management of professional engineering, water quality, planning and/or environmental biologist staff is required. A Masters Degree is desired. Previous NPDES permit management experience with local, county, or state environmental work is also desired. Additional education or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully pass a pre-employment physical. A valid Washington State driver's license, or the ability to obtain one, is required.