



## WASTEWATER UTILITY MANAGER

**Department:** Planning and Public Works

**Job Class #:** 064900

**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 a highly responsible, senior division management position. The Wastewater Utility Manager is responsible for planning, organizing, directing, and controlling the activities of a large regional wastewater treatment utility providing a safe and functioning County wastewater treatment plant and collection system.

### **ESSENTIAL FUNCTIONS:**

- Participate in and support development, measurement and execution of the mission, goals, and objectives of the county, department, division and individual work groups. Conceptualize and develop short and long-range strategic plans for infrastructure development. Develop concepts and studies supporting the long-range planning of facilities expansion and service improvement for the County.
- Develop organizational structure and assure that responsibility, authority and accountability of each work section are clearly defined.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Ensure consistent interpretation related land use and environmental of laws, rules, policies and procedures.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Support County negotiations with bargaining units.
- Monitor programs to ensure that budgets and schedules are met; control budgets through frequent review and analysis of invoices, payroll, accounting reports and other data; participate in the preparation of and/or review projections for cash flow needs and investment decisions; coordinate development, application and implementation of grants; oversee development of complex rate and cost-of-service analysis.
- Identify need for consultant or outside services, approve selection, and negotiate contracts with engineering consultants for studies, facility design and inspection; prepare, negotiate, recommend and administer contracts and inter-local agreements with other municipalities and private companies.
- Provide support and coordination of legal resources and may evaluate and recommend appropriate course of action on litigation.
- Conduct reviews of the physical condition of County facilities to ensure needed improvements are included in the department's operating and capital budgets. Develop concepts for long-range planning and programming of County facilities. Perform capital construction programming, project development and construction of County wastewater treatment facilities.

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**ESSENTIAL FUNCTIONS: (continued)**

- 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.

**OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** The Wastewater Utility Manager exercises administrative control over the activities of the managers, supervisors, and program staff of the Wastewater Utilities Division. Work is performed under the guidance and supervision of the Director of Planning and Public Works or their designee who reviews the work through regular contact, conferences, reports, and the attainment of predetermined goals and objectives.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Wastewater Utility Manager 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.

**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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Principles and practices of public administration, organization and personnel management.
- Water resources activities and knowledge of relevant laws and regulatory agency requirements including federal, state and local laws, rules and regulations.
- Sound and accepted engineering principles necessary to plan, develop, finance, operate and maintain major County infrastructure facilities and capital projects.
- Methods and procedures used in project management and control.
- 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

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**KNOWLEDGE SKILLS, AND ABILITY: (continued)**

**Ability to:**

- Establish and maintain effective working relationships with County officials and employees at all levels of the organization, and 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.
- Communicate effectively verbally and in writing with a wide range of people from diverse social, cultural, ethnic, educational, and economic backgrounds.
- 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.
- 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:** Any combination of training and experience equivalent to graduation from a four year college or university with a degree in civil or environmental engineering or a related field and ten (10) years of experience in civil or environmental engineering or public works including four (4) or more years of broad-scope high level management. Additional education at the graduate level in civil or environmental sciences or a Master's in business or public administration is desirable.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** A valid Washington State driver's license may be required when travel is required of the position. Registration as a Professional Engineer in the State of Washington or the ability to obtain professional registration is desirable.