



**WATER QUALITY SUPERVISOR**

**Department: Planning and Public Works**  
**Job Class #: 931200**  
**Pay Range: Engineering/Technical 10**

**FLSA: Non-Exempt**  
**Represented: Yes**

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:** An employee in this classification is responsible for performing professional level planning and implementation tasks in the area of surface water, water quality data analysis, NPDES municipal stormwater permitting and implementation.

**ESSENTIAL FUNCTIONS:**

- Oversee and/or prepare major documents such as annual NPDES reports and Stormwater Management Program updates, IDDE, BMP manuals, and standard operating procedures in the field of surface water management;
- Prepare or oversee the preparation of the complex special studies, write reports, and compile related statistical information.
- Develop and administer strategic plans, projects and/or consultant service contracts, programming, and other implementation programs. Coordinate NPDES compliance activities and conduct review, budgeting and implementation of a variety of NPDES tasks; maintain reporting requirements.
- Analyze water quality data and trends and make program change recommendations; track, report and evaluate County performance with NPDES municipal stormwater permit requirements.
- Prepare and present information to the general public, advisory committees, the Hearing Examiner, and other interested groups.
- Represent the County at public hearings or meetings, and participate in committees or work group activities as assigned by supervisory personnel.
- Provide assistance to the general public and other agencies regarding surface water and pollution issues.
- Coordinate planning efforts with federal, state, regional, and local agencies as appropriate to assigned projects and programs.
- Provide supervision, guidance, training, and assistance to assigned staff, other departments and assigned consultants
- Maintain effective communication 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.
- 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.
- 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, holidays and overtime.

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**OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** The employee is responsible for specific programs or large projects and supervises assigned employees and/or consultants. Work is performed under the general direction of the Water Quality Manager or other administrative superior.

**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 Supervisor 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. 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:**

- Principles and practices of effective supervision.
- 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.
- 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:**

- 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 plan and coordinate water quality programs.

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- Plan, assign and coordinate work of others.
- Clearly communicate related laws, codes, regulations, and technical information to the public in a tactful and courteous manner.
- Collect and analyze technical information and develop logical solutions or alternatives to problems, both immediate and long-term.
- 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 science, biology, planning, public administration or related field and five or more years of related work experience, especially in stormwater and NPDES permitting. Previous water, wastewater or stormwater experience is highly desired. Additional education or experience may substitute for the recruiting requirements.

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