GENERAL SUMMARY
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.

SERIES CONCEPT
None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- 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.
• 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.

Other Job Functions
• Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience
Bachelor’s degree in engineering or a related field and ten (10) years of progressively responsible experience in civil or environmental engineering or public works including four (4) or more years of responsible supervisory experience managing a division or large cross-functional team. Additional education or experience which clearly indicates the ability to perform the essential functions of the position may substitute equally on a year for year basis for the recruiting requirements.

OTHER JOB REQUIREMENTS
Must meet travel requirements and authorize and complete a background check prior to employment. Work a flexible schedule, which may include responding to emergencies and taking calls outside of regular office hours, evenings, weekends, and holidays if needed.

PREFERRED QUALIFICATIONS
Licensed as a Professional Engineer in the State of Washington or the ability to obtain professional registration within six (6) months of employment is desirable.

SUPERVISION
The Wastewater Utility Manager exercises administrative control over the activities of the managers, supervisors, and program staff of the Sewer 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.
COMPETENCIES

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:
- Working with a variety of individuals from diverse backgrounds.
- 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:
- 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.
WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally sedentary. Employee sits most of the time; may walk or stand for brief periods. May occasionally make field visits. Must be able to operate a personal computer and related office equipment necessary to perform the essential functions of the job.