

**JEFFERSON COUNTY**  
**Job Description**

**Position:** Wastewater Project Manager – Port Hadlock  
**Department:** Public Works  
**Division:** Wastewater  
**Reports to:** Public Works Director  
**FLSA Exempt (Y/N):** No  
**Union:** No  
**Salary Level:** MGR 21  
**Term:** 4-yr Limited Term  
**Adopted:** May 2021  
**Approved:** Human Resource Manager

**1.0 MAJOR FUNCTION & PURPOSE**

1.1 Provides overall management, coordination, and direction for planning, design, schedule, construction, ordinance adoption, and implementation necessary for successful construction and completion of the Port Hadlock Wastewater System Phase 1.

**2.0 SUPERVISION RECEIVED**

2.1 Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties; supervision and guidance are received from the Public Works Director.

**3.0 SUPERVISION EXERCISED**

3.1 Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing; hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**4.0 SPECIFIC DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

4.1 Plans for, participates in, and manages sewer development including sewer design, construction and implementation; rate setting and ordinance adoption; public outreach; maintenance and operations plans; and plans for appropriate staffing.

4.2 Manages consultant selection processes and contracts and the team performing sewer system design, construction and implementation; ordinance adoption; public outreach; permitting; and, grant research and application.

4.3 Acts as primary point of contact for the County and responds to questions, comments, inputs from consultant team, Sewer Work Group, and general public. Works with advisors to obtain responses to questions, comments, concerns as appropriate.

4.4 Facilitates, leads, and manages Facility Plan approval process, communicating and coordinating with consultant team and WA State Department of Ecology.

4.5 Participates in and manages pre-design and design process and meetings and advises on necessary modifications. Conducts initial County review of various design stages (MBR Treatment Plant Design & Collection System Design; 60%, 90%, and Final).

- 4.6 Coordinates with consulting team, WA State Department of Ecology, and other regulatory agencies in completing facility design and in obtaining design approval.
- 4.7 Works with Sewer Work Group, property owners within a potential Local Improvement District (LID) area, and the general public informing them of actions, progress, items needing their input, and communications related to progressing the Port Hadlock Sewer Project.
- 4.8 Works with consultant team, legal representatives, appraisal contractor, appropriate County staff and BOCC to establish a timeline and process for formation of a Local Improvement District (LID) if one is needed; Implements those steps in establishing a LID for paying for a portion of the sewer system. Includes close communication and work efforts with public and those likely to be part of the system.
- 4.9 Coordinates closely with Public Works Director and County Administrator as necessary and appropriate to address and resolve issues and concerns, prepare for presentations, and to communicate progress and status.
- 4.10 Coordinates with County legal, administrative, finance, planning, and other staff as necessary and appropriate. Coordinates development of financial models for sewer capital costs and operating costs.
- 4.11 Provides presentations to the Board of County Commissioners on progress and status of the project, and requests BOCC approvals as appropriate.
- 4.12 Oversees project-related bidding, coordinating with consultant team and appropriate County staff.
- 4.13 Develops and negotiates agreements and contracts, coordinating with consultant team and County legal and administrative advisors, with appropriate agency/s (PUD#1, City of PT, etc.) for operating facility, providing billing services, providing biosolids hauling and disposal, MBR Equipment, and other necessary services for successful completion and operation of the wastewater system.
- 4.14 Develops County sewer ordinance with the consultant team and County legal advisor, with input from the public.
- 4.15 Works with consultant team, County staff, and other agencies in obtaining necessary permits for project.
- 4.16 Coordinates with consultant team, legislative representatives, BOCC, and others in pursuing grants, loans, and other funding for project. Manages and monitors project budget and progress.
- 4.17 Coordinates and facilitates outreach efforts with consultant team to inform and obtain input from public.
- 4.18 Approves payment of invoices for consultants, equipment, materials and supplies for processing by financial staff.
- 4.19 Manages and monitors budget and progress on project; notifies PWD when and if any concerns arise.

4.20 Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

**5.0 REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

5.1 Knowledge of procedures, principles and practices related to wastewater treatment and collection systems and residential and commercial wastewater collections systems.

5.2 Knowledge of materials, methods, practices and equipment used in the operating and maintenance practices of computerized wastewater treatment system.

5.3 Knowledge of local, state and federal laws and regulations related to utility operations.

5.4 Ability to read, analyze and interpret common scientific and technical journals, financial reports, policies and regulations and legal documents. Ability to respond in writing to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication concerning change in clear, effective, persuasive and professional manner. Ability to effectively prepare and/or direct preparation of, and present comprehensive reports, presentations, budgets and correspondence to top management, public groups, and/or boards.

5.5 Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

5.6 Ability to obtain and use data to guide decisions and analyze quantitative information. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret and analyze data and descriptive statistics. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to read and interpret engineering plans and specifications, electrical schematics, wiring diagrams and motor and control specifications.

5.7 Ability to use a personal computer and software, calculator and other office equipment standard to area of assignment and to adapt to new and/or modified equipment which may be acquired. Proficient with database software, spreadsheet software and word processing software. Ability to use available computer technology to effectively perform the job.

5.8 Ability to lead with strong interpersonal and organizational skills and possess a positive business-like approach to problem solving. Ability to maintain a progressive working environment focused on productivity, teamwork, fairness and accountability. Ability to implement and maintain sound organizational practices.

5.9 Maintain a high standard for accuracy, completeness and efficiency in the preparation of reports and budgets. Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.

5.10 Ability to maintain confidentiality of sensitive information.

**6.0 COMPETENCY** To perform the job successfully, an individual should demonstrate competence in the following areas:

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service** - Manages difficult or emotional customer situations; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret technical/legal information.

**Analytical Skills** - Synthesizes complex or diverse information; Collects and researches data; Evaluates and develops alternative solutions and recommends methods, procedures and techniques.

**Problem Solving** - Identifies and resolves problems in a timely manner.

**Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.

**Managing People** - Staff planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Encourages and builds mutual trust, respect and cooperation among team members.

**Quality Management** - Improves processes, products and services; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

**Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

**Judgment** - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quantity** - Meets productivity standards; Completes work in timely manner; Works quickly.

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions and management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Volunteers readily; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Innovation** - Generates suggestions for improving work; Develops, designs, or creates new applications, ideas, relationships, or systems.

## **7.0 MINIMUM QUALIFICATIONS**

7.1 Bachelor's Degree in civil, environmental, mechanical, or water resource engineering, business or public administration, or, closely related field and four (4) years of progressively responsible engineering/professional/administrative experience in planning, design, and/or construction of public works projects, with emphasis on wastewater and/or surface water management systems and the associated federal and state regulatory requirements, including two (2) years at a supervisory level; or eight (8) years of experience in the operation of a wastewater or surface water collection system or similar industrial facility, which shall include two (2) years at a supervisory level; or equivalent combination of education and experience.

7.2 Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance and improvement.

7.3 Valid Washington State Driver's License.

7.4 Registration as a Professional Civil Engineer in the State of Washington desirable.

## **8.0 WORK ENVIRONMENT/PHYSICAL DEMANDS**

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

8.1 While performing the duties of this job, the employee occasionally works in outside weather conditions and is exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to toxic or caustic chemicals.

8.2 While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, peripheral vision and depth perception.

8.3 The noise level in the work environment is usually moderate.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.