



# Mukilteo Water and Wastewater District Washington

**GENERAL MANAGER**  
**\$178,000 - \$219,000**

*Plus Excellent Benefits*

Apply by  
**March 20, 2022**  
*(First Review, Open Until Filled)*

**PROTHMAN**



## THE COMMUNITY



Located 25 miles north of Seattle, Mukilteo is a scenic waterfront community lying on Puget Sound. Its population of nearly 22,000 enjoys panoramic views of the Olympic Mountains to the west and the Cascade Range to the East, both of which can be seen from cross-Sound ferries departing for Whidbey Island from the newly rebuilt ferry terminal. Mukilteo is a Native American name that over time became known as “a good camping ground.” Mukilteo is known for its local shopping areas, restaurants, financial institutions, low property taxes, top-notch schools, and nearly 500 acres of parks and open spaces for recreational opportunities.

The community’s residents have a great sense of pride, history, and traditional community involvement. Mukilteo has a wonderful blend of old and new, both in its business districts and its residential neighborhoods. “Old Town” Mukilteo is located near the waterfront and still resembles the quaint fishing town it once was. The “mid-town” area of Mukilteo has many residences and offers an assortment of small businesses including restaurants, retail stores, professional offices, and hotels. The city is also a neighbor to the Boeing Company, Paine Field Regional Airport, and other major employers along a technology corridor that reaches from northern King County through Mukilteo. Mukilteo is also a regional transportation hub for the ferry, train, and bus systems. Mukilteo is the home to the historic 1906 Mukilteo Light Station, located within Lighthouse Park. The park offers many amenities including an accessible beach, picnic area, playground, and boat launch. Visitors can tour the Mukilteo Lighthouse, which celebrated its 115<sup>th</sup> anniversary in 2021, and even host special events at the Lighthouse. On Wednesdays from June through September, Lighthouse Park is home to the Mukilteo Farmer’s Market which draws both locals and visitors from several surrounding communities.



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## THE DISTRICT

The Mukilteo Water and Wastewater District is governed by a three-member Board of Commissioners each serving six-year terms, with one position being up for election every other year. The District is a special-purpose municipal corporation organized under the laws of the State of Washington and is a separate entity from the City of Mukilteo. The District provides service to approximately 8 square miles which includes 5,800 combined water/sewer accounts and 1,200 sewer only accounts. The District operates with 22 FTEs on a 2022 Budget that includes \$12.1 million in expenses, \$13.8 million in revenue, and \$5.9 million in capital. The District’s infrastructure includes approximately 95 miles of water distribution mains, four reservoirs, three booster stations, 83 miles of sewer collection mains, 8.4 miles of sewer force mains, 12 lift stations, and a wastewater treatment facility. The District’s water system began operating in 1920 and is the oldest active water district in the State of Washington. The District provides service to most of the City of Mukilteo, the Snohomish County Airport (Paine Field), and areas of unincorporated Snohomish County and South Everett. The District currently budgets for two separate utilities: the water utility, and the wastewater utility. The District purchases all of its treated water from the Everett regional water supply through long-term contracts with the City of Everett and the Alderwood Water & Wastewater District. The District has no water treatment facility or water rights concerns. The source of supply is sufficient to address any projected future demand short of any large industrial use. The District has its own wastewater treatment facility which is in compliance with all of its permits. The District also utilizes the Everett Wastewater Treatment Plant for a portion of its customers.





## THE POSITION

Reporting directly to the Board of Commissioners, the General Manager is responsible for leading and inspiring the staff, carrying out the District's policies, directing all operations, controlling expenditures, and overseeing all programs and activities of the district. The General Manager is responsible for directly supervising the operations, engineering, and finance department heads as well as the Executive Assistant/HR Administrator. The General Manager serves as the Chief Executive Officer of the District and provides leadership and management including planning, goal setting, and evaluating district effectiveness in cooperation with the Board of Commissioners. For a full job description and to view all responsibilities, please view the attachment found [here](#).

## OPPORTUNITIES & CHALLENGES

- The new General Manager will have the opportunity to connect with multiple regional partners including the City of Everett, Snohomish County, Paine Field Airport, Alderwood Water District, and the City of Mukilteo, collaborating on regional issues and impacts such as increases in housing density in the future. The General Manager will ensure that communication is open and clear. The ability to be visionary and think about how to plan for potential future impacts is critical.
- Remote work and temporary quarantines may be part of how District efforts are carried out. The new General Manager will plan for addressing this workplace shift and take a forward-thinking approach to balance customer and employee safety with productivity.
- The District is in good financial condition with sufficient funds and reserves. The District has a progressive rate structure and has done a good job of planning for asset management and implementing plans for the replacement of pipes, plants, lift stations, and other capital assets. Excellent financial management skills and policy guidance to maintain financial discipline within the District are expected.
- The wastewater treatment facility currently meets all Department of Ecology (DOE) permit requirements and is well within DOE's new Puget Sound General Nutrient Permit requirements. DOE's permit requirements will need to be watched in the future to ensure the District's facility is maintained and kept up to date.

- The District's number of staff is relatively small but highly capable. Given its size, the General Manager occasionally will step in and help whenever necessary to make sure operational needs are met.
- The national requirement for an emergency response plan has resulted in the District producing a plan on time. The General Manager will work with staff on a strategy for testing the plan to ensure its effectiveness and make adjustments if needed.
- A recent increase in cyber-attacks has shed light on the need for revised and improved IT policy and practices. Ransomware attacks on other utilities have previously taken down IT systems for several days. The General Manager will need to be aware and proactive on this issue.

## IDEAL CANDIDATE

### Education & Experience:

- A bachelor's or master's degree from an accredited university or college with a major in business administration, public administration, engineering, or a closely related field.
- Ten (10) years of increasingly responsible and broad experience in engineering, administration, or management in a private or public (preferred) agency.
- Experience in operating utilities, especially the water or wastewater management fields, is preferred.

The ideal candidate will have a background that includes experience working with an elected board, city council, or similar body, and responsibility for planning, development, and implementation of programs, budgets, and operations.



A Washington State Department of Health Water Distribution Manager III Certification or the ability to obtain within one year is required, along with a valid Washington State drivers license, or the ability to obtain one within six months of hire. Candidates must be certified in First Aid and CPR or obtain within one year, and have obtained Incident Command Systems 100, 200, & 700 from the Federal Emergency Management Agency or obtain within six months or hire.

**Necessary Knowledge, Skills & Abilities:**

- General knowledge of the engineering issues associated with utilities.
- Exceptional skill as an effective communicator to the Board and to employees.
- The ability to be politically astute but scrupulously objective.
- A commitment to diversity and inclusion in the workplace and hiring.
- Experience as a team builder who ensures inclusivity and builds trust among all staff.
- An understanding of boundaries for both the General Manager and Board members, and the ability to reinforce such boundaries.
- Ability to work with the Departments of Health and Ecology as well as other regulatory agencies.
- Proven experience building trust within an organization and with a Board of Commissioners or similar group.
- Skill in financial discipline and proven financial acumen.
- The ability to be sensitive to challenges, such as the pandemic or global warming, that are facing the country without being partisan or political.



**COMPENSATION & BENEFITS**

- **\$178,000 - \$219,000 DOQ**
- Medical, dental, and vision insurance with no out-of-pocket premiums.
- Washington Public Employees Retirement System (PERS).
- 457 Deferred Compensation with 2% match.
- Paid vacation.
- 12 Days of sick leave annually.
- 11 Holidays, plus one floating holiday.
- Available HRA/HSA.

**For more information, please visit:  
[www.mukilteowwd.org](http://www.mukilteowwd.org)**



Mukilteo Water & Wastewater District is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 20, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Mukilteo Water and Wastewater District, WA – General Manager**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**www.prothman.com**

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