

[Close this window](#)



CITY OF OLYMPIA
Established Date: Apr 28, 2022
Revision Date: Apr 28, 2022

Drinking Water Utility Director

Class Code:
067

Bargaining Unit: Independent

SALARY RANGE

\$53.11 - \$64.57 Hourly
\$9,206.29 - \$11,192.83 Monthly
\$110,475.46 - \$134,313.92 Annually

DESCRIPTION:

Under general direction of the Public Works Director, plan, organize, supervise, and direct all activities of the Drinking Water Utility. Leads the planning, design, and operation/maintenance of the Drinking Water Utility consistent with the state and federal regulations, as well as the vision and direction contained in the City's Comprehensive Plan and Water System Plan.

ESSENTIAL FUNCTIONS:

The essential functions of this position include but are not limited to:

1. Responsible for the overall effectiveness and efficiency of all programs, activities and functions of the Drinking Water Utility, including engineering, planning, operations, water quality, emergency response, financial management, etc.
2. Maintain compliance with local, state and federal health regulations pertaining to public water systems.
3. Plan, organize, and direct the activities of the Utility in a manner that optimizes the use of financial, physical, and human resources in accomplishing assigned functions.
4. Lead a strategic approach to developing long-range goals and objectives to maximize and/or improve performance and accountability and accomplish key Utility and Department initiatives.
5. Create a culture of diversity, equity and inclusion, creating a positive, healthy and welcoming environment for all employees.

6. Communicate effectively and develop and sustain cooperative relationships with citizen groups, stakeholders, other public agencies, neighboring jurisdictions, tribes and employees.
7. Institutionalize the concepts of continuous quality improvement activities, performance measurement, and benchmarking.
8. Work collaboratively with the Department Director in the establishment and achievement of department goals and performance measures.
9. Through subordinate supervisors and/or staff, direct and oversee the administration and operation of all programs within the Utility.
10. Prepare the Utility annual budget and monitor expenditures and revenues. Make recommendations on utility rates and charges to the City Manager and City Council.
11. Punctual, regular, and reliable attendance is essential for successful job performance.

TYPICAL QUALIFICATIONS:

Knowledge/Skills/Abilities

1. Knowledge of municipal organization and management principles.
2. Knowledge of quality improvement processes and performance measurement systems.
3. Knowledge of the principles of effective human resource management.
4. Knowledge of project management.
5. Technical knowledge specific to the operation and management of public water systems.
6. Knowledge of federal, state, and local laws, policies, and regulations pertaining to drinking water utilities, water rights and water resources management.
7. Knowledge of current principles, best management practices, and theory related to the drinking water utility management.
8. Knowledge of municipal budgeting practices and principles and rate setting processes.
9. Skill in negotiating with potentially competing interests.
10. Ability to direct, lead, motivate, influence, and guide all levels of employees toward accomplishment of mission and goals as a service-oriented team.
11. Ability to understand employee needs and to interact in the work environment.
12. Ability to think strategically.
13. Ability to delegate responsibility to the most appropriate team or individual and hold team members accountable for responsibilities assigned.
14. Ability to establish and meet rigid timelines.
15. Ability to absorb and analyze complex technical information rapidly, draw logical conclusions, and make rapid decisions of major scope in a strategic way and with full awareness of technical, legal, and financial consequences.
16. Ability to communicate technical data and sensitive departmental information to citizens in a clear and persuasive manner.
17. Ability to speak in public and/or at legislative forums.
18. Ability to conduct complex negotiations, mediate conflicts, sort out issues, and manage change in relation to overall Department goals and objectives in a respectful and direct manner.
19. Ability to implement policies.
20. Ability to understand, evaluate, and organize budget requests.
21. Ability to foster an open and trust-based work environment.
22. Ability to encourage innovation.

23. Ability to provide leadership and vision.

Education/Experience

1. Graduation from an accredited college or university with a four-year degree in Public Administration, Planning, Engineering, or other field closely related to drinking water and water resources, and four years of progressively responsible experience in the management of drinking water utility projects, programs, and activities, including at least two years of supervisory experience is required.
2. Additional qualifying experience may be substituted for the required education on a year-for-year basis.
3. Municipal or other public sector utility experience is preferred.

Special Requirements

1. Valid Washington State Driver's License required
2. A State of Washington Professional Engineer License is desired but not required.

SUPPLEMENTAL INFORMATION:

Contacts

1. Frequent and successful contact/interaction with employees and supervisors is critical to success.
2. The Drinking Water Utility Director must establish and maintain effective working relationships with all contacts.
3. Diplomacy, professionalism, enthusiasm, and strong communication and interpersonal skills are required to gain cooperation and motivate others.
4. Additionally, the incumbents have extensive contact with other Line of Business (LOB) Directors/Associate LOB Directors in the Department to coordinate with other work units, departments, and agencies.
5. Incumbents serve as a technical advisor to the Department Director, the community, administrators, advisory committees, planning commissions, and the City Council.
6. Incumbents have daily or frequent contact with staff, other department management, citizens, and/or contractors.
7. The contact is for information sharing, coordination of effort and/or complaint resolution.
8. Providing accurate information in a style commensurate with the City's Philosophy Statement is central to overall success.

Supervision

1. Supervise all assigned staff either directly or in-directly.

Accountability

1. The Drinking Water Utility Director is accountable for the overall effectiveness of all assigned programs and activities, ensuring personnel and resources are deployed in the

most effective and cost-efficient manner, and ensuring that Utility programs and services are achieving intended results.

2. The Drinking Water Utility Director is also accountable for resolving sensitive political problems, citizen complaints, and personnel issues in a manner consistent with the City's customer service goal.

Working Conditions

1. The Drinking Water Utility Director primarily works in an office setting; however, sufficient agility and mobility is required to attend meetings at various locations and maneuvering in and around a variety of work sites throughout the City.
2. Field work may expose the Drinking Water Utility Director to hazardous construction conditions, hazards associated with working in and around vehicular traffic, and variable weather as well as coming in contact with many health and safety hazards such as heavy equipment, chemicals, hazardous substances, and natural occurrences.
3. Work hour flexibility is required to attend meetings held at a variety of locations and during non-business hours.
4. The position is subject to the stress associated with accommodating competing priorities and demands and meeting various deadlines.
5. Meetings, particularly with officials and the general public, may be confrontational in nature.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, people of color, and people with disabilities are encouraged to apply.

CLASS SPEC DATA:

FLSA Status - Exempt

Pay Grade - 086

Represented - No