



## JOB DESCRIPTION

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**TITLE:** Utility Program Manager  
**STATUS:** Non-Union/FLSA Exempt  
**GRADE:** Grade 21

### **JOB SUMMARY:**

Under the direction of the Engineering and Development Director, plans, organizes and oversees the personnel and activities of an assigned engineering program including capital projects, planning, and development; supervises and participates in the planning, design, construction, and operation of the water and wastewater systems and facilities; trains, supervises, and evaluates the performance of assigned personnel; develops and maintains intergovernmental relationships; works collaboratively with the Finance, Maintenance and Operations, and Administrative Services Departments.

### **REPORTING RELATIONSHIPS:**

This position reports to the Engineering & Development Director and will supervise engineering, technical, and/or support staff as assigned.

**ESSENTIAL DUTIES** include but are not limited to the following, depending upon program assignment.

- Plan, organize and coordinate the activities, functions and personnel in assigned section; review technical products related to policy and fiscal issues; provide expertise and guidance.
- Supervise and evaluate the performance of assigned engineering personnel; determine staffing needs and select outside consultants as required; counsel and discipline personnel as appropriate.
- Coordinate and participate in plan and specification review and preparation, financial tracking, capital project design, comprehensive planning, construction management and inspection and all related programs and activities;
- Perform project management duties including consultant selection, scope development and contract negotiation; establish and review technical criteria and products.
- Prepare and administer the program budget; approve expenditures according to established fiscal policies; prepare cost estimates; research and develop grant and other funding sources.
- Plan and coordinate short- and long-range comprehensive plans for the water and wastewater systems.
- Attend a variety of meetings with various City departments, local and regional agencies, State regulatory agencies and other groups to coordinate cooperative projects, exchange information, apply for permits and acquire grants.
- Negotiate and coordinate consulting engineer and other agreements;
- Assure the preparation and maintenance of required records and reports related to program activities and projects.
- Analyze new and pending legislation to determine impact on water and wastewater systems.
- Remain current with relevant technological advancements as they relate to the field.

- Follow, understand and account for long-range planning and growth of the region in decision-making.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Leadership;
- Team building;
- Communication, both and oral and written, including strong listening and interpersonal skills as applied to interaction with employees, coworkers, supervisors, the general public, etc. sufficient to exchange or convey views, recommendations, and information and to receive work direction;
- Engineering design and construction techniques related to water distribution, wastewater collection and treatment, and control systems.
- Federal, State and local laws, codes and regulations concerning water and wastewater systems;
- Water quality chemistry;
- Environmental and wastewater engineering;
- Hydrology and hydraulics;
- Oral and written communication skills;
- Public speaking techniques;
- Record-keeping techniques;
- Interpersonal skills using tact, patience and courtesy;
- Principles and practices of supervision and training;
- Budget preparation and control;
- Negotiation technique; and
- Windows Operating Systems, Microsoft Office products, GIS, project and asset management software, and other engineering technology related applications.

**Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills, and abilities would be eight years of related experience in engineering, capital project design, construction management or inspection, planning, or a related field and a Bachelor's degree in civil engineering, construction management, planning, or a related field. A Professional Engineering (P.E.) License from the State of Washington is preferred, and may be required depending on the program to which the individual will be assigned.

**WORKING CONDITIONS:**

Duties are primarily performed in an office environment while sitting at a desk, drafting table, or computer terminal but may also require travel to meetings and field inspections of construction projects. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic, and construction hazards. Duties require visual inspection of construction drawings and projects.

**PHYSICAL REQUIREMENTS:**

This position typically requires reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

**Job Description Approved by Board:** January 22, 2018