**Class Summary**

The responsibilities of this classification include managing the daily operation of a work unit for Wastewater capital or related sections. Incumbents are responsible and accountable for directing and supervising the work of supervisors, professional, technical, and administrative staff in a specific functional area, such as planning and asset management, project management, construction management, engineering, technical resources, resource recovery, industrial waste, education and engagement, project control and contract administration, and capital project finance and budgeting.

**Distinguishing Characteristics**

This is a single-level classification. The Incumbent will support assigned capital-related projects for wastewater treatment, wastewater conveyance, and reclaimed water distribution systems.

This class is distinguished from section managers in that the section managers are responsible for managing multiple units and supervising WTD Project Resources Unit Managers.

**Examples of Duties**

1. Supervise and direct the work of assigned staff. Hire, train, provide performance evaluations, and recommend disciplinary action for assigned teams and staff matrixed from other work units or sections within the division.
2. Plan, develop, and implement comprehensive short and long-term resource planning models for assigned work program(s) and accomplish program objectives that involve multiple technical disciplines, regulatory agencies, and the community.
3. Assist the section manager to develop, implement, and maintain standards, policies, and procedures for the assigned work unit; recommend revisions or changes as necessary to meet the section’s business needs; develop, implement, and maintain the work unit budget and monitor expenditures within established guidelines; assist in implementing and maintaining staffing models for current, future, and projected operating and capital projects and programs.
4. Work with other unit managers to develop, implement, maintain, and evaluate an efficient and productive work program for the assigned unit. Plan, develop, and implement performance standards and measures consistent with section and division objectives to ensure the work unit meets business needs.
5. Act as the unit’s representative with external consultants, elected officials, and the public as determined by section and division management. Make presentations of the work unit’s initiatives and programs to various audiences, including technical and non-technical groups.
6. Direct the technical quality assurance review of drawings, specifications, and contract documents; establish and ensure work performance according to design standards.
7. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of supervisory techniques and principles and the application of this knowledge in a highly technical and political environment

Knowledge of project management, construction, project control, and contract administration techniques and principles.

Knowledge of public utility finance and budgeting techniques and principles

Knowledge of engineering, environmental, and resource recovery techniques and principles

Skill in applying strategic planning techniques to establish the direction and make decisions regarding multiple competing internal and external programs or projects

Skill in working with elected officials and the general public to initiate programs and systems to enhance and improve the use of existing and future resources

Skill in negotiating and identifying solutions that balance the division and the County’s interests and those of the negotiating partner(s) within the financial capacity and other constraints

Skill in conflict resolution techniques and principles

Excellent oral and communication skills and the ability to communicate technical information to non-technical audiences

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Washington State Driver’s License

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

|  |  |
| --- | --- |
| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within the same series** | None |
| **Class History** | 10/2007 – Created |

09/2023 – Updated title and content