



LAKEHAVEN WATER AND SEWER DISTRICT Job Description

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| POSITION TITLE DEVELOPMENT ENGINEERING MANAGER (LEVEL 18) | |
| DEPARTMENT: DEVELOPMENT ENGINEERING | SUPERVISOR: GENERAL MANAGER |
| FLSA STATUS: EXEMPT | INCUMBENTS(S): |
| SII CODE: 5306 | REVISION DATE: 2015-07-13 |
| REPRESENTED BY: NON-REPRESENTED | REVIEW DATE: 2018-06-26 |

JOB SUMMARY:

Responsible for planning and managing the District's Development Engineering section. Responsible for overseeing the activities associated with water and sewer system improvements pertaining to land development projects. Performs work on professional engineering problems in conjunction with the review of development projects. Responsible for overseeing the activities associated with new water and sewer service connections for District customers. Supervises, directs, assigns, coordinates, and reviews the work of the Development Engineering technical and support staff, and the inspectors and locating services staff. Provides management with information related to the performance of designated staff. Also has responsibility for coordination, administration, planning, review and development of engineering designs, plans, and specifications of assigned public works projects relating to both water and sewer utility systems. Coordinates with other departments and/or managing consulting contracts, as needed.

Work is generally performed under general supervision.

ESSENTIAL JOB FUNCTIONS:

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Oversees and coordinates the activities associated with water and sewer system improvements required for land development projects, including review and evaluation of construction plans and engineering reports, reviews technical issues pertaining to legal documents, analysis of service availability issues, calculation of connection charges, etc., and supervises subordinates who perform these activities.
- Analyzes and develops solutions to engineering problems associated with water and sewer systems.
- Supervises, coordinates, and/or develops engineering designs, plans, specifications, and cost estimates for assigned public works projects.
- Ensures that public works projects conform to District, City, County, State and Federal laws, standards, resolutions, policies, procedures, permits, regulations and codes, and that schedules, budgets, and other commitments for multiple projects are observed.
- Plans work activities, provides guidance and technical assistance to subordinates, and is

responsible for daily management of the section, including the maintenance of related records and databases.

- Responsible for oversight of the annual section budget, including controls over divisional expenditures.
- Develops short and long range section plans, policies, procedures, and objectives consistent with District goals.
- Participates in personnel actions for the section, such as hiring, leaves, overtime, transfers, promotions and separations. Evaluates the performance of subordinates. Provides staff training as needed to support section activities; recommends disciplinary actions, as appropriate.
- Reviews requests for material and equipment purchases associated with the section.
- Assigns equipment and personnel for operation of the section.
- Coordinates inter-agency activities with neighboring jurisdictions.
- Interprets section policies and procedures for the public.
- Assists customers at the Development Engineering counter, and answers inquiries made by both telephone and by mail.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Coordinates and directs the activities of consultants and/or contractors retained to perform services for the District in conformance with applicable contracts.
- Assists in the selection of professional consultants, and manages those consultants who are retained to perform work on public works projects.
- Performs research and prepares various engineering reports, documents and calculations/computations as assigned.
- Participates in the development of the annual Capital Improvement Program.
- Ensures that all hiring, disciplinary and supervisory practices in the section are in accordance with the District's overall policies and procedures and labor agreements; ensures that labor grievances are resolved at the lowest possible level.
- Reviews section's organizational structure and functional relationships and recommends to the Engineering Manager appropriate changes to ensure an effective and efficient operation of the Department.
- Makes recommendations for needed improvements to the physical plants of the District.
- Prepares periodic written reports on the status of activities undertaken and/or responsible for, including the Capital Improvement Program.
- Assists in the development and updating of the District's Comprehensive System Plans.
- May assist in the supervision of construction, inspection and maintenance of the water and sewer systems undertaken by District staff.
- Meets and consults with citizens, customers, private engineering consultants, construction contractors, land owners/developers, lawyers, representatives of other governmental agencies, and other interested parties concerning the planning, design, construction and management of public works projects and smaller engineering related assignments.
- Ensures that facility Construction Record Drawings and other records are maintained and updated as construction projects are completed.
- Operates and updates the water and sewer system computer models, and verifies their accuracy by comparisons with actual facility operation statistics.
- Assists in the development of District policies and procedures.
- Assist in the development of emergency response plans.

EDUCATION AND EXPERIENCE:

- Graduation from an accredited college or university with a Bachelor of Science Degree in Civil or Sanitary Engineering

- Must possess a current Professional Civil Engineering license issued by the State of Washington. Preference may be given to applicants with a Master's degree in a related field, or additional Engineering License endorsements.
- Six (6) years of increasingly responsible civil engineering experience in the principles and practices of design, administration and management of a municipal public works operation, preferably in the water and/or sewer utility areas
- A minimum of three (3) years in a supervisory capacity.

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to make decisions concerning work assignments, staffing priorities, objectives and operational procedures.
- Ability to make effective presentations on complex subjects at public meetings - including Board of Commissioners meetings and at various other meetings throughout the community.
- Ability to interact positively and effectively with diverse individuals within and outside the organization to accomplish common goals.
- Ability to establish effective work relationships with other District employees and representatives of similar agencies and the public.
- Comprehensive knowledge and proficient use of personal computers and word processing, spreadsheet, and database software.
- Demonstrable working knowledge of development, forecasting, analysis and monitoring of operating and capital budgets.
- Advanced analytical skills to assess trends and develop strategies for action.
- Excellent oral and written communication skills, including the ability to write technical reports.
- Proactive problem solving skills and the ability to enhance creative talents of subordinates.
- Ability to deal tactfully and courteously with the public and other employees.
- Thorough understanding and working knowledge of modern management techniques and principles.
- Knowledge of and an ability to interpret engineering plans and specifications.
- Skills associated with drafting (AutoCAD preferred).
- Knowledge of construction management procedures.
- Knowledge of contract management procedures.
- Demonstrated ability to manage complex and multi-disciplinary projects.

GENERAL REQUIREMENTS:

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate excellent written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

MANAGERIAL REQUIREMENTS:

- Oversee and direct the work of subordinates in work unit in accordance with guidelines set by department manager.
- Conduct timely annual Employee Performance Reviews (EPRs) of employees in work unit.
- Plan, organize and/or supervise the work of subordinate employees.

- Delegate responsibilities, as appropriate, to subordinate managers and staff for effective and efficient operation and management of the District.
- Oversees the implementation of safety programs for the section.

SPECIAL REQUIREMENTS:

- Must have a valid WA State Driver's license.

WORK ENVIRONMENT:

- Work is generally performed in an office environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Requires attendance at meetings or public hearings in the District offices or off-site. Some meetings are held during the evenings.

MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:

- Safety Equipment – Eye/Ear protections, boots, gloves, hard hat, vests.

PHYSICAL DEMANDS:

N: Never (not at all)

O: Occasional (1-33% of the time)

F: Frequent (34%-66% of the time)

C: Constant (67%-100% of the time)

STRENGTH: Sedentary Light Medium Heavy Very Heavy

| | Frequency | Comments | |
|---------------------------------|-----------|---------------------|--------------------------|
| Sitting | C | | |
| Standing | F | | |
| Walking | F | | |
| Driving | F | | |
| Lifting: 50 lbs. | O | | |
| Carrying: 50 lbs. | O | | |
| Push/Pull: 50 lbs. | O | | |
| Climbing Stairs/Ladders | F | | |
| Working at Heights/Balancing | O | | |
| Bending at Waist | O | | |
| Twisting at Waist | O | | |
| Crouching/Kneeling | O | | |
| Crawling | O | | |
| Reaching | O | | |
| Repetitive Motion | F | | |
| Handling/Grasping | F | 50 % Pinch Grasp | 50 % Whole Hand Grasp |
| <i>Comments for line above:</i> | | | |
| Fine Finger Manipulation | F | | |
| Talking | C | | |
| Hearing | C | % Indoors | % Outdoors |
| Seeing | C | | |
| Temperature Extreme | O | | |
| <i>Comments for line above:</i> | | | |
| Vibration | N | | |
| Other | | | |

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

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.