

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **SURFACE WATER PLANNING MANAGER**

Spec No. 1163

### **BASIC FUNCTION**

To plan, coordinate, supervise and manage Surface Water Management (SWM) Program Planning and Floodplain Services operations and support of other Surface Water Management programs.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, coordinates and manages the operations of the SWM Program Planning and Floodplain Services operations. Develops work plans, monitors actual progress and assesses employee performance against goals and objectives; coordinates section activities with other County sections, divisions, and departments as required.
2. Directs, supervises and evaluates the work of subordinate supervisors and staff. Reviews staff decisions in relation to department policies and objectives; establishes staffing and scheduling requirements; reviews and approves staffing schedules; plans and schedules in-service training; recommends various personnel actions to the Surface Water Management Utility Director, including selection, promotion, reassignment and discipline.
3. Reviews and analyzes program objectives, policies, procedures and work standards; develops and recommends new or improved objectives, policies, procedures and work standards and coordinates their implementation.
4. Inspects field operations including capital project construction, field assessments, emergency flood response, and levee and dike maintenance appropriateness of actions, safety and operating efficiency.
5. Develops short and long term capital and operation plans for the consideration and approval of the Utility Director; prepares the section's annual budget; administers the approved budget and monitors expenditures and revenues.
6. Directs the preparation of records, reports and studies.

### **STATEMENT OF OTHER JOB DUTIES**

7. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in business or public administration, engineering, hydrology, science or related field; AND, five (5) years of professional experience in surface water, storm water, hydrology and/or water resource management, which includes four (4) years of supervisory experience; OR, any equivalent combination of training and or experience that provides the required knowledge and abilities. Must pass job related tests.

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#### **SPECIAL REQUIREMENTS**

A valid State of Washington Driver's License is required.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the practices, methods and materials used for surface water or water resource-related Program Planning and Floodplain Services operations
- the principles and procedures of personnel management
- the occupational hazards and safety precautions associated with river-related operations
- the principles and practices of program planning, organization and administration
- the use of personal computers

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- evaluate programs, policies and procedures, analyze operations and take effective action to correct deficiencies and resolve problems
- make independent decisions under pressure
- develop, implement, monitor, and revise as needed program plans and budgets and evaluate work accomplishments
- read, interpret and apply laws, rules, regulations and legislation governing department operations
- establish and maintain effective work relationships with State and County officials, department heads, associates, subordinates, officials of other agencies and with the general public
- communicate effectively both orally and in writing
- understand and execute oral and written instructions
- prepare a variety of correspondence, reports and other written materials
- allocate and make effective use of available resources
- walk long distances over rough terrain and climb ladders
- operate personal computers

#### **SUPERVISION**

The employee reports to the Surface Water Management Utility Director. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports, and results obtained.

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#### WORKING CONDITIONS

The work is performed in an office environment and outside in all types of inclement weather conditions throughout the County. During flooding events, the employee may be required to travel to flooded or flood prone locations, such as river dikes and levees. The employee is required to wear County supplied safety equipment when in the field.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 2013

Revised: July 2018

EEO Category: 1 – Officials and Administrators

Pay Grade: 113P – Management Exempt Pay Plan (Classified)

Workers Comp: 5306 Non-Hazardous