

SNOHOMISH COUNTY JOB DESCRIPTION

SURFACE WATER UTILITY DIRECTOR

Spec No. 1089

BASIC FUNCTION

To plan, organize, coordinate and direct the activities of the Surface Water Division of the Department of Public Works.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, organizes, coordinates and directs the activities of a Surface Water Division of the Department of Public Works.
2. Supervises and directs the work of subordinate supervisors; reviews and evaluates the work of subordinates; selects, hires, terminates and disciplines subordinate employees as necessary.
3. Oversees a comprehensive storm and surface water program for the county including such activities as river improvement, drainage spot improvements, flood control maintenance program of water resources assessment and long-range comprehensive drainage plans.
4. Assures that surface water projects are constructed to the required specifications within the approved budget and within the specified time frame.
5. Prepares or supervises the preparation of the Division annual budget request; administers the Division's approved budget including monitoring Division revenues and expenditures.
6. Evaluates division operations and initiates changes as necessary; develops and recommends operational policies and procedures as necessary.
7. Develops and/or approves consultant contracts and provides oversight and quality/fiscal control over studies and other work being performed by consultant forces.
8. Coordinates division operations and activities with other divisions of the department, with other county departments, and with outside agencies as required; may represent the department at public hearings or before the County Council, the Hearing Examiner or other individuals or groups as directed; makes presentations before the County Council and coordinates activities with the Council on behalf of the Director of Public Works.

STATEMENT OF OTHER JOB DUTIES

9. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Graduation from a major college or university with major course work in industrial, civil or hydraulic engineering or public administration; AND, five (5) years of management experience in storm water or utility operation; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Possession of a valid Professional Engineer's License with specialization in civil engineering is preferred but not required. A valid Washington State Driver's License may be required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the theory, principles and practices of modern civil engineering relating to storm water, surface water and/or flood control
- relevant laws, rules, regulations and legislation governing various storm water, surface water and/or flood control projects and programs
- the principles and practices of program planning, organization and budgeting; the principles and practices of effective supervision and management

Ability to:

- plan, organize, coordinates and direct the operations and activities of the division
- effectively supervise, manage and evaluate the work of subordinate employees
- prepare and administer the division's budget
- analyze division operations and take effective action to correct deficiencies and resolve problems
- read, interpret and apply a variety of work related laws, rules, regulations, policies and procedures
- establish and maintain effective work relationships with public officials, higher level management, associates, subordinates, employees of other agencies, and with the general public
- communicate effectively both orally and in writing
- prepare a variety of correspondence, reports and other written materials; provide outstanding performance at public speaking
- work under pressure and delegate responsibility effectively
- work effectively with elected officials

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SUPERVISION

The employee reports directly to the Director of Public Works and is responsible for all operations and activities of a Surface Water Division. Considerable independent judgment is exercised in planning projects and programs, and in resolving administrative and technical problems within the division. Performance is evaluated through conferences and results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with occasional field trips to locations throughout the county. The employee may be required to work evenings, weekends and holidays as circumstances dictate.

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: February 1992

Revised: March 2018

Previous Spec No. 220104

EEO Category: 1 – Officials and Administrators

Pay Grade: 113 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous