



WATER PROGRAMS MAINTENANCE MANAGER

Department: Planning and Public Works
Job Class #: 571800
Pay Range: Professional 11

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: The Water Programs Maintenance Manager is responsible for coordinating and supervising the activities of planning, designing, constructing and maintaining storm drainage and flood control facilities within the County. Work requires a thorough understanding of engineering principles and practices and supervisory and management skills

ESSENTIAL FUNCTIONS:

- Coordinate River and Urban Maintenance activities with other governmental units including Federal and State agencies to establish and maintain eligibility for system improvement and program development grants.
- Plan major stream work programs for the County and integrate programs and operations with other County departments.
- Manage, supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow. Assign, review and approve the work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences. Conduct performance evaluations and develop performance measures and standards. Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Evaluate the need for employing outside consulting engineers. Coordinate and direct the work of outside engineering consultants and construction contractors as it relates to river operations and storm drainage maintenance.
- Develop and maintain effective relations with the public at large and represent the county before local governmental bodies and community organizations.
- Participate in the formulation and routine updating of the Division's goals and objectives consistent with the mission of the Department.
- Participate in the preparation and administration of the Division's annual budget.
- Provide effective leadership and direction in the administration of Water Programs Maintenance Operations.
- Direct the development, implementation and review of ongoing programs and existing methods, assessing job effectiveness and cost efficiencies.
- Supervise the development, implementation and management of section's project management and maintenance operations systems, determine complexity of projects and assign responsibility.
- Plan and schedule work on maintenance of existing facilities.
- Review pay estimates from contractors for accuracy and compliance and authorize payments.
- Assist in Flood Fighting for Water Programs and direct construction/repair activities.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

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OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Supervision may be exercised over professional, technical and support staff. Duties are carried out in accordance with established policies with some latitude to develop the necessary methods and procedures for accomplishing stated objectives. Assignments are received with little or no technical instruction and require independent detailed solutions and organization necessary to complete projects. Work is reviewed for overall effectiveness by the Water Programs Manager through reports, discussions, observations and results obtained.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Water Program Maintenance Manager typically works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, driving, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Materials, equipment and safety standards related to structural design and specifications.
- Principles, practices and techniques of engineering drafting.
- Principles and practices of civil engineering.
- Modern engineering methods and techniques related to construction and maintenance of flood control facilities.
- Principles and practices of public administration, organization and personnel management.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving
- Managing division resources through acceptable methods of planning, forecasting, review, feedback and control.

Ability to:

- Establish and maintain effective working relationships with County officials and employees at all levels of the organization, and the general public.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Assign, evaluate, and supervise professional, technical and administrative staff, including subordinate supervisors.
- Communicate effectively verbally and in writing with a wide range of people from diverse social, cultural, ethnic, educational, and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

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KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to: (continued)

- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Prepare, interpret and utilize engineering plans, maps specifications and reports and to perform technical research work and give reliable advice on difficult engineering problems.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with major course work in civil engineering, public administration or related discipline plus five or more years of progressively responsible experience relating to the duties of this position. Additional experience or education may be substituted equally for the position requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Certification as a professional engineer by the State of Washington is highly desirable. Possession of, or the ability to obtain a valid Washington State driver's license is required. May be subject to 24 hour on-call.