

KITSAP COUNTY CLASSIFICATION DESCRIPTION

TITLE: ASSISTANT DIRECTOR PUBLIC WORKS - UTILITIES

DEPARTMENT: Public Works – Utilities Division

REPORTS TO: Director, Public Works

SUPERVISES: Senior Program Manager, Utilities Division Managers, and indirectly, subordinate positions including various professional, technical, and operational staff.

GENERAL STATEMENT:

Plans, organizes, and manages the activities of the Utilities Division of the Public Works Department including the administration and management of the functions of the Wastewater Utility, Solid Waste Utility and Surface/Stormwater Utility. This is an “at will” appointed position. An “at will” employee’s continued employment with the County is at the discretion of the Director, Public Works and may have their appointment revoked at any time with or without cause and without right to appeal.

Work is performed under administrative direction, and is assigned in terms of broad general objectives. The incumbent is given considerable latitude for independent judgment, initiative and resourcefulness on both technical and administrative matters, in adapting existing policies and precedents to specific situations and in developing new or improved techniques and methods of obtaining effective results and overcoming unusual problems. Work is reviewed by the Director through reports, meetings, and conferences, and evaluated for results obtained, fulfillment of program objectives, and for adherence to program budget.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Manage assigned operations to achieve goals within budgeted funds and available personnel. Oversee the development of divisional workloads and staff assignments, review progress, and make recommendations, direct changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner according to appropriate guidelines, procedures, and legal regulations.

Provide leadership and direction in the development of short and long-range plans, goals, and objectives for assigned operations. Make recommendations regarding the development of capital improvement projects and priorities in annual and long-range capital improvement programs.

Develop, formulate and modify programs, strategies, operating policies and procedures and quality assurance systems to accomplish the plans and objectives of the Director and Board of County Commissioners.

Assist the Director in the development and implementation of departmental goals, objectives, policies, and procedures. Coordinate division activities within the department and with other County Departments and outside agencies.

Prepare and justify divisional budget based on staffing and resource requirements, cost estimates, division objectives and departmental goals. Monitor operational and project expenditures for assigned operations. Oversee funding and grant application and development.

Supervise assigned staff, including setting work priorities, planning, organizing, assigning, advising, assisting, motivating and training as necessary. Evaluate the work of assigned staff and participate in the selection of new employees, including making recommendations regarding hiring, discipline, transfer and termination. Establish work rules and performance standards. Conduct and direct performance evaluations. Initiate and implement disciplinary actions as warranted. Resolve grievances and other sensitive personnel matters.

Assist in the administration of labor contracts and personnel rules at the division level and in the formulation and implementation of labor relations policy and recommendations for contract negotiations. Analyze the operational impacts of labor proposals and make recommendations for contract negotiations.

Direct staff that manage the planning, construction, operation, and maintenance of the County sewerage systems. Responsible for oversight of the operation and maintenance of treatment, transmission and collection facilities, facilities planning, engineering and construction management of all additions and modification to County systems, development review and inspection of all development of proposed additions and modifications to County systems, and formation assistance for Utility Local Improvement Districts.

Direct the staff that manage the development and implementation of regional planning for solid waste and moderate risk waste management, oversight of old County owned landfill activities, development of recycling programs, development of moderate risk waste collection programs, design and construction management of solid waste facilities, and operation of County drop-box facilities, transfer facilities, and moderate risk waste facilities.

Direct staff that manage the planning, construction, operation, and maintenance of the County surface and stormwater program. Responsible for oversight of the water quality program, operation and maintenance of county facilities, detention/retention pond inventory and maintenance, watershed basin planning, drainage facilities retrofits, and drainage facilities design and construction management.

Direct emergency response to inclement weather conditions, natural disasters, and hazardous materials incidents, coordinates with Emergency Management and other emergency response agencies.

Manage the development of systems and records that provide for proper evaluation and documentation of assigned operations. Prepare technical, operational, and administrative studies and reports.

Oversee the maintenance and improvement of divisional facilities. Analyze and recommend improvements to existing facilities, equipment, and operating systems of the division.

Manage intergovernmental contracts or agreements for providing services related to assigned functions.

Provide for the training and motivation of staff in order to make full use of individual capabilities and to meet changing departmental demands. Responsible for the development and distribution of policy and procedure manuals, training manuals and related operational policy documents. Direct the development of maintenance and operations procedures and manuals that meet the ESA and other environmental requirements.

Periodically review and analyze the effectiveness of safety programs within the division and actively participate in the development of safety policy.

Administer environmental services and consultant agreements related to hazardous waste site monitoring and clean up requirements associated with County utility facilities.

Research and prepare pertinent data and reports for legal counsel for court actions. Give depositions and testify in court regarding assigned areas as requires.

Provide Utilities Division and County representation regarding utilities facilities maintenance, engineering and planning related issues on various committees and before special interest groups and other community groups. Serve as the key liaison with the Board of County Commissioners on related issues.

Provide management and technical assistance to all levels of staff within the department and to other County officials or departments when requested. Apply intensive and diversified knowledge of divisional operation, business management principles and organizational management skills in broad areas of assignments and related fields.

Direct the resolution of inquiries, problems, complaints, or emergencies affecting the availability or quality of services. Respond to the most sensitive or complex inquiries or service complaints.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

Other Job Duties:

Perform other related duties as assigned.

WORKING CONDITIONS/PHYSICAL ACTIVITIES: (The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Kitsap County provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

Work is primarily performed in the office, but also requires driving to meetings and making site visits. Attendance at meetings may require working evening hours. Subject to emergency response when assigned to 24-hour call out. Must have the ability to utilize a computer and communicate effectively.

KNOWLEDGE & ABILITIES:

Thorough knowledge of: Professional and technical theories, principles, practices and procedures related to the operation and maintenance of utility systems including federal, state, and local laws, standards, codes, regulations, guidelines, and ordinances. Principles, practices and techniques of civil engineering, surveying, and design and their application to the construction and maintenance of utility systems and facilities.

Knowledge of: Theories, principles and methods of personnel and organization management, public administration, public sector financial management and budget control, communication and conflict resolution, customer services and team-building; and record keeping practices and procedures. Application and interpretation of federal, state and local rules, regulations, codes and ordinances as they relate to area of assignment.

Ability to: Develop divisional goals and objectives and perform planning and budgeting functions and to assist in the development of departmental goals and objectives. Set work priorities and train, direct, motivate and evaluate the work of assigned staff. Apply judgment and discretion in resolving problems and interpreting policies and regulations. Organize and oversee work programs, including monitoring budgets and funding, work schedules, grant requirements and progress reviews. Effectively respond to and reconcile competing interests of governmental entities, community organizations, service organizations, and public representatives as they affect the planning and operation of assigned programs. Develop and maintain effective working relationships with other staff, developers, contractors, public officials, the general public, and representatives of other agencies. Communicate effectively, both orally and in writing and to make effective public presentations of technical, complex, and, often controversial, information. Establish and maintain accurate records of assigned activities and operations.

QUALIFICATIONS:

Bachelor's degree in civil engineering, public administration, or closely related field, Master's degree preferred, from a college or university accredited by an agency recognized by the US Department of Education, and five years of progressively responsible professional/administrative experience in planning, design, operation/maintenance, and construction of public works facilities, and two years of supervisory or management responsibility, is required; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

Registration as a professional Civil Engineer in the State of Washington is desirable.