
DEPARTMENT: Engineering	SUPERVISED BY: Engineering Director	FLSA STATUS: Exempt
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JOB SUMMARY:

The Engineering Program Manager (Program Manager) is responsible for leading and managing the operations of an assigned program within the engineering division. Manages and evaluates program and project goals, objectives, priorities, and activities to deliver and improve upon expected performance and outcomes. Performs professional, supervisory and administrative duties under the general supervision of the Engineering Director.

DISTINGUISHING FEATURES:

This is a single professional managerial classification and not part of a series. This position is responsible for planning, organizing, assigning and monitoring the work of assigned professional, technical and administrative staff in either the capital or development program. The Program Manager directs and performs professional-level engineering work that requires specialized and advanced knowledge and expertise, exercising independent professional judgment with limited supervision. Applies and demonstrates skills, behaviors and attitudes consistent with the standards of the profession and in alignment with District values. The position contributes to the development of new policies, practices and procedures. This position requires a high level of initiative to meet the dynamic nature of the work and involves regular interaction with internal and external stakeholders.

MINIMUM QUALIFICATIONS:

Knowledge Of:

- Current principles, standards, methods and practices of civil engineering, including site grading, soil mechanics, hydraulics, pipe flow and pumping systems.
- Materials, equipment, and methods used in the design, construction, repair, and maintenance of wastewater collection systems.
- Principles and practices of program and project management, including planning, budgeting, implementation, monitoring, tracking, and administration
- Principles and practices of personnel management and leadership.
- Standard Specifications and special provisions related to wastewater collection and conveyance systems.
- Federal, State, and local policies, procedures, laws and regulations governing the work.
- Occupational health and safety standards and hazards associated with the work.

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Skill in:

- Managing multiple projects simultaneously and meeting project objectives and deadlines.
- Reading, interpreting, understanding and explaining complex engineering data, plans, reports, surveys, and specifications.
- Analyzing problems, drawing logical conclusions, identifying alternatives and recommending logical solutions with consideration of the consequences of proposed actions.
- Communicating, writing, speaking and presenting to various stakeholders.
- Translating and communicating complex, highly technical information into formats that are understandable to groups and individuals with varying levels of knowledge and expertise.
- Critical and analytical thinking and decision-making.
- Applying advanced mathematic and scientific rules and principles to express ideas and solve problems.
- Collaboration, conflict management, gaining cooperation and building consensus.
- Meeting planning and facilitation.
- Coordinating, managing, and leading professional and technical staff and consultants, including training and mentoring staff.
- Proficient use of computers, mobile devices, computer software and applications, including Microsoft Office Suite, ESRI GIS, project management applications, document collaboration, and Bluebeam Revu with AutoCAD preferred.

Ability to:

- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of District, local, and state government officials, community groups, and the general public.
- Use standard business English effectively to compile information and prepare written documents on paper and computers.
- Work productively and collaboratively with other staff, peers, consultants, and contractors in a professional manner.
- Pass all required safety training classes and apply those procedures to the work environment.
- Understand and follow directions, effectively adjust to changing priorities, problem-solve and multitask, and be decisive in taking action and making decisions.
- Recognize situations that require creative solutions or new approaches and recommend and implement updated or new codes, standards, and policies.
- Effectively communicate with the public, co-workers, supervisors and subordinates.

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- Maintain a professional and respectful working environment.
- Maintain sustained attention to detail and work under the pressure of deadlines.
- Safely operate a motor vehicle.
- Be dependable and punctual in reporting to work as scheduled.

Certifications and Licensure:

- Licensure as a Professional Engineer, Civil Engineer, in the State of Washington or the ability to obtain licensure via reciprocity within twelve months of date of hire.
- Possess and maintain a valid state-issued driver's license.

EDUCATION & EXPERIENCE:

Any equivalent combination of education and experience that provides the knowledge, skills, and abilities to successfully perform the job. A typical way to obtain the knowledge and abilities would be:

- Bachelor of Science degree from an EAC/ABET-certified program in Environmental Engineering or Civil Engineering, or closely related field.
- Seven (7) years of engineering experience, including design, project management and program management.
- Two (2) years of supervisory experience.

WORKING CONDITIONS:

Work is performed primarily in an office environment with regular field work, including travel to remote facilities and field locations, which may occur in inclement weather conditions. This setting requires strength, agility, mobility and the ability and willingness to move about various sites, including walking, climbing, crawling, accessing facilities and construction sites, safely navigating uneven terrain and slippery surfaces, removing manhole lids and occasionally lifting up to 25 pounds. Includes prolonged sitting and computer use. May include exposure to a variety of health and safety conditions associated with wastewater, including raw sewage. Requires ability to drive a District vehicle in a safe manner and corrected vision sufficient for using computers, reviewing plans, observing site conditions, and reading detailed documents.

TYPICAL DUTIES & RESPONSIBILITIES:

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. The individual in this position may perform all or some

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combination of the duties listed below, as well as other related duties. The District reserves the right to add, modify or remove duties as appropriate to meet business needs.

Program Management. (may vary depending on assignment).

- Manages program and project operations to ensure compliance with department goals and applicable regulations, policies, and procedures.
- Develops, implements, evaluates, and communicates policies, procedures, and initiatives.
- Serves as the primary technical advisor, troubleshooting complex issues; assessing District and department needs, and prioritizing and evaluating departmental projects.
- Coordinates with District departments and external agencies.
- Prepares regular projections of and reports on program activities.
- Attends public meetings, such as the District Board and County and City Council meetings; serves as an official representative of the department.
- Provides professional and technical assistance to resolve problems and conflicts, make policy-related recommendations, and facilitate departmental and project operations.
- Oversees the preparation and/or review of complex technical reports, plans, contracts, bid documents, resolutions, and other documentation and correspondence; reviews, analyzes and evaluates information.
- Prepares and manages program and project budgets; monitors expenditures, forecasts program needs, prepares cost estimates, and researches funding sources.
- Develops contracts, project schedules, and budgets.
- Oversee, prepare and issue requests for qualifications and select consultants; manage project staffing.
- Develop complex funding and participation agreements with owners, developers, and contractors.
- Manages the development of design and technical specifications, and reviews and inspects construction and development plans; approves infrastructure acceptance and project closeouts.
- Reviews and approves plans, specifications, drawings, and other technical documents; prepares summaries of design deficiencies and recommends appropriate corrective actions; ensures the accuracy of work products.
- Oversees and manages pre-bid and bidding processes.
- Develop sub-basin plans in accordance with the District's hydraulic model and the General Sewer Plan. Plans and leads updates to the District's General Sewer Plan in coordination with other agencies and District staff.

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- Recommends and makes regular updates to the Capital Improvement Program.
- Coordinates land and easement acquisition efforts, including direct contact with private property owners.

Communications and Public Relations. Responds to inquiries and complaints from property owners, businesses and the general public regarding District programs and projects. Serves as a contact and liaison between major stakeholders, including neighboring property owners, County, Cities impacted by the projects, and the District. Responds to and resolves citizen inquiries and complaints. Addresses construction issues affecting the public, contractors, and engineers. Represent the organization and programs confidently and positively with internal and external audiences.

Leadership & Supervision. Directs the daily operations and activities of the program and provides leadership to assigned staff. Reviews incoming work, sets priorities for distributing work, and reviews progress with individual employees to ensure production goals are met; allocates resources. Monitors and reviews staff work to ensure adherence to deadlines and compliance with applicable laws, policies, and procedures. Interviews and hires, or effectively recommends hiring of staff. Determines training needs and recommends training programs. Prepares work plans, evaluates staff performance and resolves problems.

Other Duties. Follow District regulations, codes, policies, practices, and management directives. Follow occupational health and safety policies and procedures. Demonstrate regular and reliable attendance and be dependable and punctual in reporting to work as scheduled. Safely operate a motor vehicle. Involve other people and groups of people in problem-solving and decision-making, aligning their interests with program goals and objectives. Perform other duties as assigned.

RELATIONSHIP WITH OTHERS:

This position requires daily in-person, telephone, and written contact with staff and stakeholders for the purpose of information sharing, work coordination, and problem-solving. Includes direct contact with management, staff, consultants, contractors, local agency staff, state regulatory authorities, and other external project stakeholders, including the general public, involved in or associated with the work.

SUPERVISION:

Exercised: Plans, assigns, directs, and reviews work of assigned staff; adjusts work assignments and schedules to respond to fluctuating workloads; evaluates employee

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performance and assesses and assigns training. Ensures direct reports are aware of and comply with all federal, state, and District required safety programs and procedures. Periodically checks the department's workplace to identify and resolve safety issues and concerns.

Received: The Program Manager works independently under the general guidance and supervision of the Engineering Director. Work is reviewed periodically at meetings for compliance with applicable laws, regulations, rules, policies, and standards. Direction is received through formal and informal communications, conferences, and meetings. While specific assignments and directions may be given, the majority of the work is self-directed and initiated based on program goals and objectives. A formal evaluation of the employee's performance and work is conducted at least annually through the performance appraisal process.

SPECIAL REQUIREMENTS:

- Pass all required safety trainings and apply those procedures to the work environment.
- Occasionally work long hours, including evenings and weekends, on an as-needed or emergency basis.
- Final offer of employment is contingent upon successful completion of a reference check.