

JOB TITLE: DEVELOPMENT PROGRAM MANAGER

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DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Engineering	Collection Infrastructure Director	Exempt

JOB SUMMARY:

The Development Program Manager (DPM) is a technical engineering position that leads and manages the development group under the general supervision of the Collection Infrastructure Director. The DPM is responsible for developing and managing positive District relations with stakeholders in the development community. Directs, manages and coordinates the programs and activities related to plan review, permitting, and performance monitoring of the District's sanitary sewer collection and conveyance systems and ensuring that extensions of and improvements to the system are constructed in conformance with District standards and plans. Typical duties include reviewing plans for compliance with District specifications, reviewing developer requests, creating and administering development agreements, and coordinating interactions between developers, agencies, and the District regarding proposed projects. The DPM is responsible for planning projects to meet the future conveyance system needs, including updates to the District's General Sewer Plan (GSP), as required/needed. This position is responsible for planning, organizing, assigning, and monitoring the workload and resource allocation of the engineering staff under this position's supervision. The DPM provides technical reviews of the work.

DISTINGUISHING FEATURES:

This is a single, exempt professional management classification and not part of a series. The Development Program Manager develops, evaluates, and provides daily supervision to assigned department personnel. The DPM exercises independent judgment in the performance of professional-level engineering work that is frequently new, with varied work situations having moderate to high degrees of complexity. The position operates under general parameters established by management, following administrative and engineering standards and guidelines. However, it may also perform more complex and specialized technical work, determining its own practices and procedures, and contributing to the development of new policies, procedures, and guidelines. This position requires a high level of initiative to meet the dynamic nature of the work and strong communication skills to foster positive interactions with multiple stakeholders within and external to the District. The DPM recommends updates to and may manage and lead the District's General Sewer Plan updates, as required/needed.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Operational characteristics, services, and activities of a civil and sanitary engineering program.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

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- Relevant local, state and federal laws, rules, regulations, and standards governing the work.
- Current engineering principles, standards, methods, and practices specifically for public works and wastewater collection and conveyance.
- Principles and practices of land surveying.
- Standard Specifications and special provisions related to wastewater collection, conveyance, and pumping systems.
- Materials, equipment, and methods used in the construction, repair, and maintenance of wastewater collection and pumping systems.
- Land development planning, legal processing, and enforcement of land use codes and regulations.
- Principles and functional understanding of Industrial pretreatment standards.
- Supervision, teambuilding, and coaching techniques and practices.

Skill In:

- Managing multiple projects simultaneously and meeting project objectives and deadlines.
- Interpreting and applying pertinent Federal, State and local policies, procedures, laws and regulations.
- Reading, interpreting, understanding, and explaining complex engineering data, plans, reports, surveys, and specifications.
- Comprehensive and sub-basin planning.
- Researching and analyzing complex data and information accurately, and adopting a logical and effective course of action.
- Preparing and maintaining detailed, accurate, and organized records.
- Communicating, writing, speaking and presenting.
- 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.
- Collaborating, managing conflict, gaining cooperation, and building consensus.
- Meeting planning and facilitation.
- Coordinating and managing professional and technical staff and consultants, including training and mentoring staff.
- Establishing and maintaining 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.
- Proficient use of computer systems and software, including Microsoft Word, PowerPoint, Excel, Outlook, Access, GIS, and document collaboration and markup tools, Bluebeam Revu preferred.

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Ability to:

- Recommend and implement goals, objectives, and practices to provide effective and efficient services for the development division.
- Research and identify alternatives, recommend solutions, and implement recommendations in support of established goals.
- Apply advanced mathematic and scientific rules and principles to express ideas and solve problems.
- Use standard business English effectively to compile information and prepare written documents on paper, computers.
- Pass all required safety training classes and apply the procedures to the work environment.
- Understand and follow directions, effectively adjust to changing priorities, problem solve and multitask, and be decisive in taking actions and making decisions.
- Effectively communicate with the public, co-workers, supervisors, and subordinates.
- Work productively and collaboratively with other staff, peers, consultants, and contractors in a professional manner.
- Work independently and as part of a team.
- Maintain a professional and respectful working environment.

Certification and Licensure:

- Licensure as a Professional Engineer (P.E.) in Washington or the ability to obtain licensure via reciprocity within six months of date of hire.
- Possess and maintain a valid state-issued driver's license with a good driving record.

EDUCATION & EXPERIENCE:

Any combination of education, training, and experience that provides the requisite knowledge, skills, and abilities to successfully perform the duties and fulfill the responsibilities of the position. A typical way to achieve that would be:

- Bachelor of Science degree in Civil Engineering from an ABET accredited program or degree in a closely related field.
- Six (6) years of progressively responsible engineering experience.
- Two years (2) of project management-related experience, planning, scheduling, monitoring, and problem-solving.
- Two years (2) responsibility supervising professional, technical, and administrative staff in a related field.

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WORKING CONDITIONS:

Work is performed primarily in an office environment but with occasional travel to off-site meetings, remote facilities, and field locations, including possible work in inclement weather conditions. Requires strength and mobility for this setting and the ability and willingness to drive a motor vehicle, move about various sites, with the ability to walk, climb, crawl, and access facilities, including confined spaces and field construction sites, and sufficient agility to safely navigate uneven terrain and slippery surfaces. Office work typically requires strength and mobility for prolonged periods of sitting or standing, the use of a computer, and the ability to occasionally lift up to 25 pounds. May occasionally include exposure to a variety of health and safety conditions associated with wastewater treatment facilities, including raw sewage. Corrected vision sufficient for use of computers and review of plans and other 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 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.

General Development & Plan Review. Monitor, track, and report on projects and workload, maintain and improve tracking, forecasting and reporting systems, and key performance indicators. Review development plans and specifications for the construction of sanitary sewers, including pumping stations and STEP systems, for compliance with District standards, code, and the Comprehensive General Sewer Plan. Prepare and present reports with respect to proposed developments. Review designs and coordinate sewer improvement projects under the oversight and direction of the Collection Infrastructure Director. Prepare summaries of design deficiencies and recommend proper corrective action. Collect and maintain base data for engineering studies. Monitor the planning, designing, permitting (including land use and environmental clearances), outreach, and acquisition of real property for multiple development engineering projects. Oversee the tenant improvement and change of use tracking fee calculations and approval processes. Directly coordinate and amicably resolve issues with developers, local agencies, and engineers. Recommend updates to systems, programs, processes, and procedures for the efficient application, review, and processing of development-related projects. Develop and review, through various computations and data analysis, more complex and specialized contract provisions, including design and construction reimbursement agreements, latecomer agreements, local facilities charges, and design calculations. May attend pre-bid and pre-construction conferences to discuss specific construction features. Review project plans and archive data from projects. Perform research activities in District and County records.

Planning and Analysis. Apply existing District General Sewer Plan and develop sub-basin plans for design of line sizing and location in consultation with the District's hydraulic model

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and Capital Program Manager. Plan, recommend, and possibly lead updates to the District's General Sewer Plan in coordination with other agencies and District staff, as required/needed. Prepare annual projections of and reports on development activities. Provide assistance regarding capacity monitoring/management and updates to the Capital Improvement Program. May serve in other specialty areas based on District needs.

Customer Service & Stakeholder Engagement. Respond to inquiries and complaints from property owners, businesses and the general public regarding engineering projects. Serve as a contact and liaison between major stakeholders, including neighboring property owners, Clark County, cities impacted by the projects, and the District. Respond to and resolve citizen inquiries and complaints. Coordinate land and easement acquisition efforts, including direct contact with private property owners. Address construction issues affecting the public, contractors, and engineers. Ensure customer and stakeholder applications and interfaces are complete and effective.

Leadership & Management. Oversee all aspects of the development group, directing the daily operations and activities of assigned staff performing technical engineering functions for the District's Development Engineering Program. Ensure needed staffing, equipment, and other resources are available for efficient and cost-effective performance. Research, mediate, advise, and resolve technical, sensitive, and/or controversial issues and concerns for internal and external customers. Review incoming work, set priorities in the distribution of work and reviews progress of work with individual employees to ensure production goals are met. Interview and hire or effectively recommend hiring of staff. For direct reports, determine training needs and recommend training programs. Prepare work plans, evaluate staff performance and resolve problems. Closely coordinate activities with the Capital Program Manager and representatives from Construction, Finance, and Operations. Respectfully, reasonably, and effectively hire, supervise, train, evaluate, and motivate professional, technical, and administrative staff to achieve program goals and objectives.

Other Duties.

Follow District regulations, codes, policies, practices, and management directives. Follow occupational health and safety policies and procedures. Participate in and attend agency committees and meetings, open houses, and stakeholder and community group meetings as a representative of the District. Demonstrate regular and reliable attendance, be dependable and punctual in reporting to work as scheduled. Safely operate a motor vehicle. Represent the organization and programs confidently and positively with internal and external audiences. Involve other people and groups of people in problem-solving and decision-making, aligning their interests with program goals and objectives. Answer questions and provide information to staff and the public. Perform other duties as assigned.

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RELATIONSHIP WITH OTHERS:

Employees in this position have regular in-person, telephone, and written contact with District staff, local agency staff, community groups, developers, contractors, and the general public for the purposes of information sharing, work coordination, and problem-solving

SUPERVISION:

Exercised: Plan, assign, and review the work of the Engineering and administrative staff; adjust work assignments and schedules to respond to fluctuating workloads; evaluate employee performance and assess and assign training. Monitor work and vacation schedules and authorize overtime, if necessary, to ensure appropriate staffing levels and efficient, effective delivery of services. Ensure direct reports are aware of and comply with all federal, state, and District required safety programs and procedures. Periodically check their department's workplace to identify and resolve safety issues and concerns. Interview, hire, train, and supervise staff.

Received: The Development Program Manager works independently under the general guidance and supervision of the Collection Infrastructure 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. A formal evaluation of the employee's performance and work is conducted at least annually through the performance appraisal process. While specific assignments and directions may be given, the majority of the work is self-directed and initiated based on program goals and objectives.

SPECIAL REQUIREMENTS:

- Pass all required safety training classes and apply those procedures to the work environment.
- Maintain appropriate physical fitness to perform essential job functions.
- Occasionally work long hours, evenings, and weekends on an as needed or emergency basis.
- Final offer of employment is contingent upon successful completion of a reference check.