



City of Des Moines, Washington

JOB DESCRIPTION



SURFACE WATER & ENVIRONMENTAL ENGINEERING MANAGER

Regular, Full-time

Salary Grade: E-34

FLSA Status: Exempt

Union Status: Non-represented

EEO Category: Professional

Nature of Work

Under the general direction of the Public Works Director, this position is responsible for organizing and administering the engineering activities of the City's Surface Water Utilities. This position is responsible for developing, implementing, and coordinating the City's Stormwater Management Program (SWMP) in accordance with its national Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit while meeting NPDES permit deadlines and ensuring City compliance with other federal, state and local stormwater regulations. This position is responsible for the development, implementation and coordination of the Surface Water Comprehensive Plan. Duties include preparation and implementation of short- and long-range plans, reviewing and approval of public and private drainage plans, and supervision of assigned staff. Duties include reviewing and coordinating activities conducted by various utilities that serve the City in accordance with adopted franchise agreements. This position is also responsible for reviewing, organizing and coordinating environmental engineering activities as assigned under the direction of the Public Works Director. Work is reviewed through evaluation of work programs, reports, and work results.

Essential Functions

- Ensures that all component programs of the City's SWMP consistently comply with all of the NPDES permit requirements.
- Supervises and coordinates design, permitting and construction of capital improvement projects undertaken by the City and inspects or manages consultant inspections of projects as approved by the Public Works Director and City Engineer.
- Supervises production of surveys, diagrams, plans, specifications, and estimates for surface water system improvements undertaken by the City. Manages design work that the City elects to do through engineering consultants. Act as Engineer as directed or needed.
- Supervises and evaluates work performance of assigned staff. Makes recommendations for hiring and terminations.
- Oversees inspection of private construction facilities for compliance with applicable codes and standards.
- Checks development plans for compliance with the provisions of the City Code, King County Surface Water Design Manual, ASSHTO, WSDOT, MUTCD and other City adopted standards.
- Analyzes public safety and drainage concerns and implements solutions and responds diplomatically and informatively to the questions and concerns voiced by the public.
- Attends City Council, Hearing Examiner, and similar public meetings when required and advises those bodies regarding Public Works technical information.

- Provides technical expertise and responds to complex questions; provides interpretations of various codes and ordinances regarding stormwater management and compliance with federal and state regulations.
- Monitors, manages, and develops annual program budgets and work schedules. Prepares the yearly Capital Improvement Plan for Surface Water Management programs. Creates funding plans for Capital Improvement Projects which include grants, loans and other funding sources.
- Coordinates and participates in the development of short- and long-range planning for the Surface Water Management Utility and provides recommendations on fees for development and the Utility.
- Represents the City, as assigned by the Public Works Director, at various regional technical meetings.
- Reviews planning documents submitted by various utility purveyors (sewer, water, phone, cable and power and gas) to ensure consistency with City plans and policies. Assists in the development and negotiation of franchise agreements and ensures compliance to the franchise agreements.
- Provides technical expertise for various environmental engineering issues confronting the city and manages consultant contracts responding to such environmental issues.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.
- Assist the Public Works Director and City Engineer with annual operating and capital budget development.
- Complete tasks as assigned by the Public Works Director and/or City Engineer which may encompass general civil engineering outside of the Storm Water Utility such as transportation, geotechnical, waterfront, parks, municipal facilities, and general public works operations.
- Fulfill Acting City Engineer and/or Public Works Director duties as assigned by the Public Works Director.
- Assists in Emergency Management Planning and operations as directed or needed.

Necessary Knowledge, Skills, and Abilities

- Extensive knowledge of the principles and practices of civil engineering, particularly in hydraulics and hydrology as related to the design and construction of municipal Public Works facilities. Familiarity with the King County Surface Water Design Manual and the Ecology Stormwater Management Manual of Western Washington.
- Knowledge of the Phase II NPDES Municipal Stormwater Permit requirements and federal, state and local laws and regulations regarding stormwater, surface water and water quality.
- Ability to communicate effectively, both verbally and in writing. Verbal presentations may be in front of groups or in difficult situations. Must be able to present complex technical data in an understandable manner to a variety of audiences.
- Ability to prioritize, organize, plan, and coordinate the work based on City and Department objectives, as well as manage the activities of a number of employees engaged in divergent functions.
- Knowledge of municipal government administration, Public Works financing, and of the role of engineering in City government.
- Working knowledge of State laws and procedures related to Public Works engineering and construction project administration.

- Ability to establish and maintain effective working relationships internally, as well as with the general public.
- The ability to maintain accurate and adequate project records.

Education and Experience Requirements

- Graduation from college or university with a degree in civil engineering or related field.
- Registration in the State of Washington as a Professional Engineer in Civil Engineering.
- At least six years of responsible civil engineering experience for a municipality, county, state, or engineering consultant; at least one (1) year of which involves program management.
- Capital project management experience through the entire lifecycle of the project including preliminary engineering, right-of-way acquisition, and construction including local and federal permitting.
- Capital Improvement Plan budget management experience, preferred.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work Schedule: This position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for overtime compensation. The normal schedule is weekdays, with some evenings to attend meetings.
- Environment: Outdoor and indoor work environment; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions.
- Physical Abilities: Climbing ladders and working at heights on sloped surfaces; walking, kneeling, standing, or crouching; hearing and speaking to exchange information, and occasionally lifting objects up to 50 pounds.
- Hazards: Working on or around heavy equipment, ladders, and scaffolding; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces, unrestrained animals, contact with dissatisfied or abusive individuals.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2022.