**Position Title:** Watershed Lead / Drinking Water Program  
**Date:** March 14, 2000

**Reports to:** Environmental Health Manager  
**Department:** H&CS

**FLSA Status:** Nonexempt

**Positions Supervised:** None

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**BASIC FUNCTION:** Formulate planning policies and implementation methods for water resource management and allocation, including assessment projects, comprehensive planning, management programs, interagency and interdepartmental co-ordination, utilities, and capital facilities, etc. Facilitate public participation in development of policies and regulations for these. Facilitate committee participation in water resource issues (including, but not limited to drinking water, water quality and water quantity) planning processes. Evaluate planning policies for consistency with local and state land use, environmental, shoreline and growth management laws. Develop and evaluate information and alternatives for a broad range of planning issues regarding water resources and prepare studies, reports and maps and present recommendations in public meetings and hearings.

**MINIMUM QUALIFICATIONS:** Bachelor’s degree in urban or regional planning, environmental science, engineering or related field with three years experience in resource management or planning, with at least three years in local or regional government resource management or planning, or an equivalent combination of education, training and experience that demonstrates the ability to perform the essential functions of the position. Must be able to work effectively with the public, in complex and sometimes confrontational or adversarial situations. Must be able to work with local and state agencies in cooperative planning and implementation projects. Must be able to interpret maps; property descriptions; water system plans and specifications; hydrologic, geohydrologic and water quality data; habitat inventories and other technical documents. Requires excellent project management and written and verbal communication skills, and the ability to make public presentations and prepare graphic displays of information.

**PRINCIPAL DUTIES - Asterisk designates essential function:**

*1. In conjunction with the Environmental Health Manager, formulates long-range, comprehensive and functional plans to address water quality and quantity issues including domestic supply, habitat, agriculture and forestry, commercial and industrial uses, recreational use, and aquaculture. Develops and evaluates information and alternatives for a broad range of long-range planning, community development, and resource management issues.
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*2. Facilitates public and citizen advisory committee meetings on comprehensive planning, plan implementation, and other drinking water program activities.

*3. Prepares and presents testimony and recommendations for public hearings before the Board of County Commissioners, the Planning Commission, Board of Adjustment, Hearing Officer, and the courts.

*4. Prepares and presents technical and regulatory information to citizens groups, homeowners associations, water system purveyors, professional organizations, and agency staff.

*5. Coordinates interdepartmental and interagency comprehensive planning projects, including research, writing/editing, and mapping with the geographic information system.

*6. As assigned, researches, evaluates and writes technical documents, plans and ordinances or amendments and recommends proposals regarding water resources for amendments to ordinances which affect land development and resource management.

*7. Serves as project manager for long-range water resource planning and special projects as assigned. When authorized by Manager, delegates work projects and provides guidance to other county staff and consultants.

*8. In conjunction with the Environmental Health Manager, acts as lead staff in drinking water program establishing priorities for work assignments, program goals, and reviewing plans and projects.

*9. Drafts and submits grant and loan applications for state and federal funds.

*10. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking in field conditions. The employee is occasionally required to lift objects weighing up to 20 lbs. and must occasionally lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to calculate mathematical problems.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Equipment</td>
<td>.5</td>
<td>X</td>
</tr>
<tr>
<td>Telephone</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Computer</td>
<td>5</td>
<td>X</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Normal office environment. Regularly visits site locations via auto, ferry, plane, and boat. Some overtime and/or non-standard work hours may be required.