SAN JUAN COUNTY
POSITION DESCRIPTION

CLASSIFICATION: Utility Manager
PAY RANGE: S-7
BARGAINING UNIT: Unrepresented – At Will

Position Title: Utility Manager          Date: December 14, 2005
Reports to: Public Works Director       Department: Public Works
FLSA Status: Exempt                     Positions Supervised: 2 Indirect: 15-20

BASIC FUNCTIONS: Provides direction, leadership and general management oversight to the County's Utilities. Facilitates the development of strategy and policy in collaboration with the County Engineer, County Administrator's Office and other County departments. Ensures that the County's mission, council direction and core values are incorporated into operational activities and services, planning, public involvement, and infrastructure construction. Represents the County in the community and the region with regards to policy and operational initiatives. Serves as a member of the Public Works senior leadership team.

MINIMUM QUALIFICATIONS: Graduation from an accredited four-year college or university with a degree in engineering, business or public administration, project/construction management, urban planning or related field.

Five or more year of progressively responsible related experience in Capital construction project management, stormwater/drainage utility operation or solid waste utility operation including some supervisory experience.

Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

Masters Degree and/or Professional Engineering license preferred.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Establishes goals, priorities, policies and procedures for utility operation, maintenance and construction.
*2. Provides strategic and policy direction to the Department in areas including planning, financial management and engineering.
*3. Manages the day to day administration of the Utilities, including the budget, personnel, labor relations issues and customer requests. Manages and approves utility finances and budget.
*4. Allocates, directs, motivates and evaluates departmental personnel to help: (1) achieve their individual goals; (2) collectively achieve the department's mission; and (3) lead to employees' growth and accountability for their actions. Supervises professional and technical staff and establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
*5. Recruits and retains qualified personnel at all departmental levels, consistent with applicable laws and regulations.
*6. Directs planning and presentation of public involvement programs for neighborhoods, businesses, and other community groups. Responds to public issues and concerns.
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*7. Presents departmental issues and recommendations on major issues affecting County Utilities requiring policy direction to appropriate advisory bodies and to the County Council.

*8. Coordinates the Department's activities with those of other County departments and offices to ensure a consistent approach towards common projects and interests.


*10. Develops and implements systems to track performance measures related to project schedule and budget; manages the budget.

*11. Knowledge of civil engineering principles, practices and methods; knowledge of utility operation and construction practices and methods; Considerable knowledge of applicable County policies, laws, and regulations affecting Department activities.

*12. Skill in conflict resolution and negotiating.

*13. Skill in effective, clear and persuasive oral and written communications to individuals and groups.

*14. Ability to negotiate and administer contracts with outside vendors and service providers.

*15. Ability to provide leadership, counsel, motivation and constructive performance reviews to department personnel at all levels, securing their respective commitments to the department's goals.

*16. Skill in resolving conflicts and gaining cooperation among competing interest groups.

*17. Skill in identifying, implementing, and refining the department's organizational structure and operational systems to generate desired results as efficiently as possible.

*18. Ability to identify the department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.

*19. Ability to develop and maintain productive relationships with elected officials, business leaders, advisory boards, the news media, and the general public.

*20. Understanding the County's political environment and sensitivities; ability to function effectively within that environment.

*21. 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 walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and receive and understand written and oral communication. Position requires significant reading, written, and verbal communication.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone / Fax</td>
<td>1</td>
<td>Daily, Weekly, Monthly</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.25</td>
<td>Daily, Weekly, Monthly</td>
</tr>
<tr>
<td>Computer</td>
<td>5.5</td>
<td>Daily, Weekly, Monthly</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Work is performed in a normal office environment. Deadlines and volume of workload create stressful conditions at times. Occasionally works evenings, weekends and holidays in order to meet deadlines.