



**WATER AND WASTEWATER MANAGER  
PUBLIC WORKS  
UTILITIES AND WASTE DIVISION  
Posting #16-70**

**MASON COUNTY EMPLOYMENT OPPORTUNITY**

**Opening Date:** October 11, 2016

**Closing Date:** Open Until Filled

**Next Review Date:** February 1, 2017

**Department:** Utilities and Waste

**Annual Salary:** \$ 74,664 - \$88,649

**Job Summary**

Plans, organizes and manages the day-to-day activities of the Water, Wastewater Utility, and is responsible for the on-going operation and reporting for the potable water systems and the wastewater treatment plants, consistent with all regulatory provisions.

**Examples of Duties**

Responsible for the daily operations and maintenance assignments, as needed, to sustain the operation of potable water and wastewater treatment facilities. This position plans and organizes workloads and staff assignments, reviews progress, quality of work, identifies changes in priorities and schedules, as needed, to assure services are provided in an efficient and timely manner. Responsible for preparing and submitting Daily Monitoring Reports (DMR's), Waste Load Assessments and other documentation, as required, to assure the efficient and effective operation of the Utilities Division and maintain compliance with County, Department of Ecology, Department of Health, and any other federal, state, and local laws or standards. Investigates and resolves personnel issues, including assisting the Deputy Director with disciplinary action, when appropriate. Assists the Deputy Director with the preparation of the Utilities budgets, rate studies, and related financial analysis documents. Reviews and recommends adjustments to various rates, charges, and assessments, for the Water and Wastewater Utilities Division. Provides planning leadership and makes recommendations to the Deputy Public Works Director regarding short and long range plans for utility operations. Coordinates divisional activities in conjunction with other County departments and outside governmental agencies. Maintains interagency cooperation with all regulatory agencies and commissions. Responsible for reviewing permits, construction plans and specifications. Supervises new construction, rehabilitation and maintenance of water, wastewater, and storm water systems and solid waste facilities.

Provides representation on various committees and before special interest groups; makes presentations and provides technical advice and assistance regarding utilities to the Public Works Director, Commissioners, civic groups, and the general public. Provides strong leadership and guidance to staff. Analyzes and recommends systematic approaches to the maintenance of existing facilities, equipment and operating systems of the division. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

**Minimum Requirements**

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

High School Diploma or GED and 6 years of treatment plant experience and a Group 3 (or higher) Wastewater Operators Certification. One year of lead worker / supervisor experience required.

Valid Washington State drivers' license.

State of Washington Certification as a Group 3 (or 4) Wastewater Operator

Water Distribution Manager (WDM) 1 or higher water system certification or ability to obtain in 1 year.

**Application & Selection Process**

Applicants are required to submit a Mason County Application. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only those candidates chosen for interviews will be contacted.** Please read the reverse side for additional information. *This selection process may be subject to change.*

**Return Applications to:** Mason County Human Resources

**Mailing Address** - 411 North 5<sup>th</sup> Street, Shelton, WA 98584

**Physical Address** - 423 North 5<sup>th</sup> Street, Shelton, WA 98584

[humanresources@co.mason.wa.us](mailto:humanresources@co.mason.wa.us) Phone-(360) 427-9670 X 290 Fax-(360) 427-8439

Equal Opportunity - Affirmative Action Employer

Drug-free Work Environment

This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.

**Application Instructions** – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department by 5:00 p.m. on or before the closing date. Completed applications should be submitted or mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, [humanresources@co.mason.wa.us](mailto:humanresources@co.mason.wa.us). Mailed applications must be postmarked no later than the closing date. Additional materials will not be accepted after the closing date (with exception to mailed applications/material with postmark by the closing date). Applicants should keep a copy of their completed application and any supplemental pages because they will not be returned nor copied after receipt.

**Applicant Qualifications** – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

**Authorization to Work** – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

**Union Affiliation** – Joining a union may be a condition of employment for some positions pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law.

**Work Environment** – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

**“At-will” Positions** – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. Selection to an at-will position does not create or constitute an employment contract or agreement.

**Affirmative Action/Equal Employment Opportunity** – Mason County is an Equal Opportunity Employer, committed to fair employment practices and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

**Accommodation** – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 268.

**Health Insurance** – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

**Paid Leave** – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

**Retirement Plan** – All regular Mason County employees are enrolled in the Washington State Public Employee's Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.