



Sewer Utility Manager

J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	6/3/2026 4:52:08 PM
Working Title:	Sewer Utility Manager
Job Family:	Maintenance & Operations
Classification:	Senior M&O Manager

ORGANIZATION

Department:	Public Works
Cost Center/Program:	4025 - Sewer Utility - Administration
Exemption Status:	Exempt
Union:	Not Represented

JOB SUMMARY

The responsibilities of this classification include managing a program with multiple components, large work groups including professional and trades, managing several sub-programs of a larger program. Positions analyze program problems, provide consultation, develop strategies and formulate recommendations. Incumbents are responsible for strategic and long-range planning activities in areas such as program planning, budgeting, operations, policy issues, and proposed legislation. This classification is responsible for engineering and/or operational activities for roads, traffic, sewer, storm water, utility, plant and wastewater operations.

Leads, administers, and manages the activities of the Sewer Utility Division of the Public Works Department to ensure proper operation, maintenance (O & M), planning, and implementation of the Utility's Capital Facilities Plan. Manages the preparation and execution of the \$25 million annual operating budget to meet state and federal water quality standards, infrastructure O & M, sewer system development, asset management, and public education & outreach (E&O) and program administration.

The position develops the Sewer Division Capital Facilities Plan (CFP) including long range planning, design, and construction of capital projects in coordination with the Department's Capital Facilities Division. The position is responsible for projecting revenues and expenditures and establishing sewer rates and fees to maintain ample O & M revenue, capital facilities funds, and to maintain reserves.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Supervise and provide leadership for a staff of 65 employees including 5 direct reports. Duties include setting work priorities, planning, organizing, assigning, advising, assisting, motivating and training as necessary. Establish work rules and performance standards and evaluate the work of assigned staff and participate in the selection of new employees, including making recommendations regarding hiring, discipline, transfer and termination. Provide for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing system demands.	25%
Manages the preparation and execution of the \$25 million annual operating budget and its supporting fee structure covering the areas of program administration, asset management, water quality monitoring, infrastructure operations & maintenance (O&M), public education & outreach (E&O), infrastructure retrofit, sewer system development, and facilities inspection. Conducts long range financial planning including adjustments to sewer rates and fees need to fulfill division objectives and departmental goals.	30%
Directs the development and implementation of the Sewer Division CFP, to include prioritization and funding of repair, replacement, and expansion projects. Plans typically contain 10-15 projects totaling approximately \$200 million over the six-year span. Projects are typically designed by consultants managed by an internal project manager and construction management team and	20%

Essential Functions

Essential Function	% TIME
require close coordination with the Capital Facilities Division to ensure success. In addition, the position is primarily responsible to initiating and developing grant applications and coordinating revenue bond sales with the Department of Administrative Services to support CFP project funding.	
Oversees National Pollutant Discharge Elimination System (NPDES) permitting process for 4 treatment plants. Three plants are regulated by the State and one directly by the Federal government. Negotiates and resolves compliance issues with state and Federal agencies including US Environmental Protection Agency (US EPA), State Departments of Ecology, Public Health, Natural Resources, Fish and Wildlife	25%

Required for All Jobs

<ul style="list-style-type: none"> Performs other duties as assigned
<ul style="list-style-type: none"> Complies with all policies and standards

This Job is Essential	<input checked="" type="checkbox"/>
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QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Civil Engineering, Environmental Engineering, Public Administration, Construction Management, or directly related field	Required	
Master's Degree	Civil/sanitary engineering, business, public administration, environmental science, or closely related field	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
8 years	progressively responsible experience managing large scale projects or operations in public works, engineering, traffic management, solid waste management, or closely related field	Required	and
3 years	Supervisory or management experience	Required	
8 years	Progressively responsible experience managing large scale projects or operating in public works - preferably in utilities management.	Required	and
3 years	Supervisory or managerial responsibilities	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.

Knowledge, Skills and Abilities

KSAs
Appear for scheduled work and complete assigned tasks within a reasonable period of time.

KSAs	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Principles, practices and techniques of civil/sanitary engineering.	High
Principles, practices and techniques of public administration.	High
Federal, state and local regulatory requirements for wastewater treatment process and sewer collection and conveyance systems.	Medium
Principles, practices and Leadership, Supervision, and Personnel Management	High
Project and Program Management	Medium
Public Speaking and Presentations	Medium
Grant Application Writing and Grant Management	Medium
Strategic Planning	Medium
Problem Solving	High
Principles and practices of public sector budgeting, purchasing, contracting, and records management.	Medium
Team Building	High

Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:	
Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Remote Employment

Remote Employment Type:	
Remote Employment Text:	

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain		
Running		
Jumping		

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Climbing Ladder, stairs, stools		
Balancing		
Bending at the waist		
Twisting at the waist		
Stooping Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting		
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs		
Lifting 11-20 lbs		
Lifting 21-35 lbs		
Lifting 36-50 lbs		
Lifting 50 + lbs		

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs		
Carry 11-20 lbs		
Carry 21-35 lbs		
Carry 36-50 lbs		

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs		
Pushing 11-20 lbs		
Pushing 21-35 lbs		
Pushing 36-50 lbs		

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs		
Pulling 11-20 lbs		
Pulling 21-35 lbs		
Pulling 36-50 lbs		

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Reaching Above shoulder level			
Reaching at shoulder level			
Reaching below shoulder level			
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		
Flexion of neck looking downward		
Twisting of neck side to side		

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp			
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp			
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.		
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.		
Speaking: Orally communicate information and ideas with comprehension		
Reading: Comprehend and retain the written word.		
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground		
Exposure to Bloodborne Pathogens		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Work Outside		
Customer/Public Contact		
Work Inside		
High Elevations		
Moving Objects		
Slippery Surface		
Wetness		
Temp.Humid/ Extremes		
Temp. Cold Temp		
Confined Spaces		
Special Clothing		
Vibration		
Use of Solvents		
Use of Detergent		
Chemical Contact		
Chemical Vapors		
Dust or Particles		
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction		
Memory – Ability to remember and recall procedures, processes and activities routine in nature.		
Regular and reliable attendance		
Ability to problem Solve		
Ability to perform complex & varied tasks		
Ability to develop & maintain positive work environments		
Ability to supervise/lead and influence others		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		
Operate Heavy Machinery		
Small hand tools		
Operate power equipment such as drill/saws		

Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$151,201.56
Annual Min:	\$118,188.72
Hourly Max:	\$0.00
Hourly Min:	\$0.00