



# LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Public Works

Division: Utility Services

Position: Utility Services Manager

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 129: \$7,599 – \$10,219/mo. (DOQ)

Posting Opens: November 24, 2024

Closing Date: Open until filled

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## DEPARTMENT / OFFICE

This exempt position reports to the Public Works Deputy Director and is in the Lewis County Public Works Department, located in the Public Services building at 57 W. Main St, Chehalis, WA.

## POSITION SUMMARY

Under limited supervision, manages and administers the activities and operations and personnel assigned to the Water, Sewer, and Stormwater utilities in the Utility Services Division within the Lewis County Public Works Department. This position develops, oversees, and reviews plans and programs associated with the County's water, sewer, and stormwater infrastructure and the flood control zone districts the County services. Provides oversight, technical support, and implementation of the local and state issued stormwater requirements.

The Utility Services Division is responsible for establishing, operating, and maintaining public systems for the supply, treatment, and distribution of water and for the collection and treatment of wastewater and stormwater. Currently, Utility Services manages and operates the Vader - Enchanted Valley Water System and the Middle Fork Water and Sewer System.

New employees must successfully complete a six (6) consecutive-month probationary period prior to obtaining permanent status in this classification.

## HOW TO APPLY

Interested individuals are encouraged to apply online at <https://jobs.lewiscountywa.gov> and to view application materials and job description.

Late applications will not be accepted.

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*Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360)740-1480 TTY.*

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum requirements and can perform the essential functions, with or without accommodation, and possess the knowledge, skills and abilities as identified in the job description.

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## MINIMUM REQUIREMENTS

- Bachelor's Degree in Civil Engineering, Public Administration, Natural Resources, or a closely related field; AND five (5) years' management level experience in a stormwater program or utility operations and at least three (3) years supervisory experience.
- Knowledge and experience in budget development, utility rate development, and contract management.
- Must possess a valid Washington State Driver's License.

## Desirable Qualifications:

- Extensive operational and supervisory experience in staffing and operation of municipal water, water reclamation, and stormwater systems typically acquired in six (6) continuous years employment in these fields at a supervisory level.
- Experience developing or participating in cost-of-service and rate design studies

## APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

- ✓ **Letter of Interest Outlining Work Experience and Qualifications**
- ✓ **Resume clearly outlining current/previous work experience and education**
- ✓ **Specific technical training and certifications are required, depending on area of responsibility**

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*Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.*