



WASTEWATER PROJECT MANAGER

\$77,831 - \$104,599

Plus Excellent Benefits

Apply by

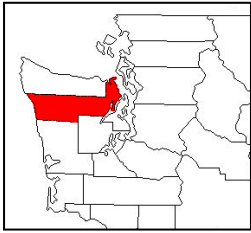
July 18, 2021

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



The first centralized Wastewater Facility in Jefferson County's Port Hadlock Urban Growth Area is funded and needs your help! The Wastewater Project Manager will lead the development and implementation of the new Irondale/Port Hadlock Wastewater System from the ground up. Benefits of the centralized wastewater facility include economic development and job growth, multi-family/low-income housing, environmental and community health, and contributing to improved water quality in Puget Sound.

Located on the Olympic Peninsula in Western Washington, Jefferson County offers an amazing quality of life: incredible outdoor recreational opportunities both on sea and in the mountains, stunningly beautiful landscapes, and a uniquely vibrant cultural scene. Accessible by ferry or car from Seattle on the east side of Puget Sound, Jefferson County has maintained a historic character while embracing a progressive and creative way of life. Jefferson County offers the right candidate a chance to join and work with dedicated staff who are committed to enhancing their community!



THE COMMUNITY

Jefferson County is located on the Olympic Peninsula in Western Washington. With a population of over 32,000 residents, Jefferson County offers everything from a remarkable natural environment to the vibrant arts and cultural center of Port Townsend. The City of Port Townsend is a spectacular seaport designated as a National Historic Landmark and famous for its Wooden Boat, Film, Steampunk and Rhododendron Festivals.



The communities of Port Hadlock, Irondale, and Port Townsend are as varied as the geography that surrounds them. Historically, these communities formed a major seaport in the 1800's, and most of that era's unique architecture remains. Port Townsend is the only incorporated city in Jefferson County and is the county seat as well as the location of the County's Public Works offices. Port Townsend is located just 41 miles northwest of Seattle. The city has a population of approximately 9,500, though the city's spectacular festivals, vibrant cultural scene, and other unique attractions bring over a million visitors each year. From hiking, camping, rafting, or biking in the Olympic Mountains, to drama at the downtown theatre in Port Townsend, life here is connected to both the land and to the people. Discovery Bay, the Strait of Juan de Fuca and Port Townsend Bay surround the Quimper Peninsula, and make the area a center for boating and sailing. Jefferson County is also home to the beautiful Olympic National Park, including the Pacific coastline, the Olympic Mountains, and a temperate rainforest.

The region is home to a diverse community of farmers, artists, long-time residents, boat folks and those looking to live in an active community offering a choice of urban and rural lifestyles. Many hidden gems in the area have generated a thriving writing, music, and theatre scene. The area hosts well over 50 major events each year, including the opening of the award-winning Farmers Market in April, the Rhododendron Festival in May that brings pet parades, bed races, a downtown carnival, the "Rhody Run", and the Steampunk Festival in June. Centrum, located in Fort Worden State Park, hosts nationally renowned week-long workshops and festivals throughout the summer, including Blues, Fiddle Tunes, Jazz, Voice, Chamber Music, Choro, Ukulele, Dance This, and Writers' Conference. Other events include the Wooden Boat Festival, Port Townsend Film Festival, the Jefferson County Fair, Concerts on the Dock, and many more. A thriving organic agriculture community exists in the County as well as several award-winning cideries.

THE COUNTY

Jefferson County covers 2,183 square miles, stretching from Puget Sound to the Pacific Coast, and is home to just over 32,000 residents. Elected to four-year terms by the Citizens of Jefferson County, the Board of County Commissioners is the legislative authority of Jefferson County, and is comprised of three Commissioners. In addition, Jefferson County citizens elect their Assessor, Auditor, Clerk, District Court Judge, Prosecuting Attorney, Sheriff, Superior Court Judge, and Treasurer to serve 4-year terms. The County's General Fund budget for 2021 is \$22 million and the total budget is \$60.5 million. Jefferson County conducts planning under the Washington State's Growth Management Act. The County has one incorporated urban growth area - the City of Port Townsend - an unincorporated urban growth area in Port Hadlock, the Master Planned Resorts in Port Ludlow and Brinnon, several limited areas of intense rural development, and designated resource lands for agriculture, forestry and mining. Unincorporated, but well-established communities include Port Hadlock, Irondale, Chimacum, Quilcene, Brinnon, Cape George, and Gardiner.

THE POSITION

Reporting to the Public Works Director, the Wastewater Project Manager will provide overall management, coordination, and direction for planning, design, schedule, construction, sewer ordinance adoption, and implementation necessary for successful construction and completion of the Port Hadlock Wastewater System Phase 1. The position will lead a three-member team with oversight of a variety construction contracting firms from bid document preparation through to owner's inspection. This position is a four-year (4) limited term position. Work tasks for the position will include the oversight and completion of Phase 1 design in alignment with scope, schedule and budget; coordinating and managing the rate setting. process and wastewater policies Ordinance adoption; working with regulatory agencies and permitting approval; creating and implementing community outreach strategies; coordinating the work of other construction management professionals, and developing operations and maintenance plans and staffing plans. It is contemplated that ultimately the wastewater treatment process will be operated by the Jefferson County Public Utilities District.

Effective coordination and communications are needed to achieve its efficient operation. Of special importance will be working closely with Port Hadlock area community members and property owners within the proposed wastewater service area, including negotiating connection agreements and easements. To view the full responsibilities of the position, please view the attachment found [here](#).

The Public Works Department employs approximately 65 FTEs currently responsible for county roads, solid waste, and county parks.



BRIEF PROJECT HISTORY

The Port Hadlock/Irondale area was designated as a UGA in 2002. From 2009 to 2017, planning, studies and public processes took place and property was purchased, though there was a lack of available funds to move forward with construction. A re-visioning of the Project began in 2018 to focus on Phase 1 and included a public process and facility plan update. In 2020, the State Legislature allocated \$1.4 million for the final design, which is currently underway. In April 2021, the State Legislature allocated another \$20.175 million for construction of the \$23 million Phase 1 Project. Surveying and mapping of Phase 1 are completed, and a bid for the system's modular Membrane Bioreactor (MBR) was awarded. Currently, the project is approximately 60% designed using a consultant team led by Tetra Tech, with an anticipated construction completion date of 12/2024. The system will be a pressurized collection system using existing county and state ROW. The designs initial capacity is 350 ERU's and will reach approximately 800 ERU's at full build out. Once the project is fully complete, it is likely the Jefferson PUD will become the operator.

OPPORTUNITIES & CHALLENGES

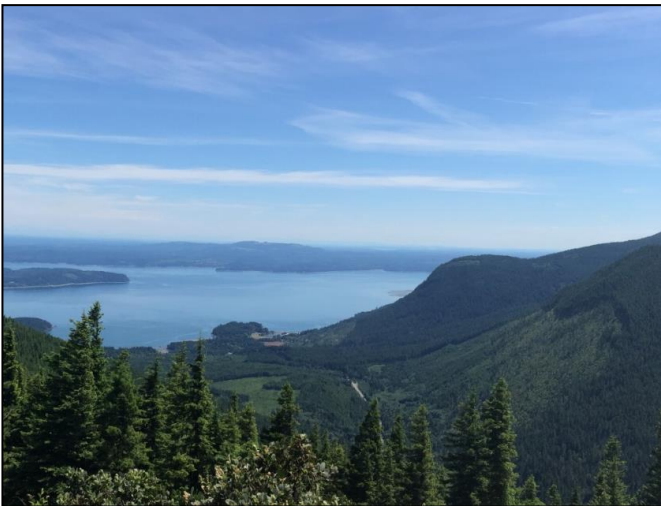
1. This is a rare opportunity for a wastewater professional to develop and implement a wastewater treatment system from the design phase to all systems online. Approximately \$21.6 million of the \$23.6 million dollar Phase 1 project is already funded.
2. The Wastewater Project Manager will have an opportunity to work with the county attorneys who will draft related sewer ordinances.

IDEAL CANDIDATE PROFILE

Education & Experience:

A bachelor's degree in civil, environmental, mechanical, or water resource engineering, business or public administration, or, closely related field and four (4) years of progressively responsible engineering/professional/administrative experience in planning, design, and/or construction of public works projects, with emphasis on wastewater and/or surface water management systems and the associated federal and state regulatory requirements, including two (2) years at a supervisory level; or eight (8) years of experience in the operation of a wastewater or surface water collection system or similar industrial facility, which shall include two (2) years at a supervisory level; or equivalent combination of education and experience is required. Familiarity with project management software is desired.

Candidates must have the ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance, and improvement.



Candidates must possess a valid Washington State Driver License or obtain one within 30 days of employment and will be required to pass a background check and reference checks. Registration as a Professional Civil Engineer in the State of Washington is desired, though not required. Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered. Jefferson County is an Equal Opportunity Employer.

Necessary Knowledge, Skills & Abilities:

- Ability to work well with a wide variety of individuals and groups, to listen well, resolve conflicts/concerns, negotiate issues for positive outcomes and work with people.
- Ability to lead with strong interpersonal and organizational skills and possess a positive business-like approach to problem solving. Ability to maintain a progressive working environment focused on productivity, teamwork, fairness and accountability. Ability to implement and maintain sound organizational practices.
- Knowledge of procedures, principles and practices related to wastewater treatment and collection systems and residential and commercial wastewater collections systems.
- Knowledge of materials, methods, practices and equipment used in the operating and maintenance practices of computerized wastewater treatment system.
- Knowledge of local, state and federal laws and regulations related to utility operations.
- Ability to read, analyze and interpret common scientific and technical journals, financial reports, policies and regulations and legal documents. Ability to respond in writing to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to communicate effectively with stakeholders and the press concerning change in clear, effective, persuasive and professional manner. Ability to effectively prepare and/or direct preparation of, and present comprehensive reports, presentations, budgets and correspondence to top management, public groups, and/or boards.
- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

- Ability to obtain and use data to guide decisions and analyze quantitative information. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret and analyze data and descriptive statistics. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to read and interpret engineering plans and specifications, electrical schematics, wiring diagrams and motor and control specifications.
- Ability to maintain confidentiality of sensitive information.
- Ability to use a personal computer and software, calculator and other office equipment standard to area of assignment and to adapt to new and/or modified equipment which may be acquired. Proficient with database software, spreadsheet software and word processing software. Ability to use available computer technology to effectively perform the job.
- Maintain a high standard for accuracy, completeness and efficiency in the preparation of reports and budgets. Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.

COMPENSATION & BENEFITS

- **\$77,831 - \$104,599 DOQ**
- Full Medical, Dental, Vision, Prescriptions
- 11 Paid Holidays
- Up to 3 Floating Holidays according to tenure
- Personal Time Off (PTO) in place of vacation and sick leave
- Washington State PERS retirement
- Optional Deferred Compensation Plan
- Optional Flexible Spending Account
- Employee Assistance Program

**For more information on the County
and region, please visit
www.co.jefferson.wa.us**



Jefferson County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 18, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**Jefferson County, WA – Wastewater Project Manager**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

PROTHMAN

www.prothman.com

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