



Deputy Director Public Works Utilities and Waste Management Posting#19-27

MASON COUNTY EMPLOYMENT OPPORTUNITY

Opening Date: April 11, 2019

Open Until Filled

First Review Date: May 3, 2019

Department: Public Works/Utilities and Waste

Annual Salary: \$90,554-\$107,532

Job Summary (Full position description is available at Human Resources. Contact information below.)

Responsible for planning, organizing, and managing activities of the Utilities & Waste Management Division of Public Works which includes administration, solid waste, water, wastewater, and storm water.

Examples of Duties

Organizes staff assignments and workloads and monitors progress and services. Establishes policies and procedures to ensure effective operations in compliance with standards and laws. Provides recommendations to the Public Works Director regarding plans and goals for utility operations. Coordinates activities with other departments and agencies. Maintains cooperation with regulatory agencies and commissions. Manages the preparation of the Utilities budget, rate studies, and related financial analysis documents. Recommends adjustments to various rates, charges, and assessments which are primary funding sources. Analyzes and recommends improvements to facilities, equipment, and operating systems. Resolves complaints, problems, or emergencies affecting the services. Researches and pursues grant fund sources from federal and state agencies. Reviews and monitors permits, construction plans, and specifications. Provides presentations and technical advice to the Public Works Director, Commissioners, civic groups, and the general public.

Minimum Requirements - *An equivalent combination of education and experience that provides the necessary skills and knowledge may be considered.*

A Bachelor's of Science in Civil Engineering, Environmental Sciences or a closely related field. Ten years of progressively responsible engineering and management related experience; a minimum of 5 years senior level engineering, management and supervisory experience. Valid Washington State drivers' license and registration as a Professional Engineer in the State of Washington.

Application & Selection Process

Applicants are required to submit a Mason County application to the Human Resources Department. 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 5th Street, Shelton, WA 98584

Physical Address - 423 North 5th Street, Shelton, WA 98584

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 mailed to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, physically delivered to 423 North Fifth Street, Shelton, WA 98584, e-mailed to humanresources@co.mason.wa.us or faxed to (360) 427-8439. 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.