

RESOLUTION NO. 56-12  
AMENDING RESOLUTION 09-12 TO IMPLEMENT A  
REVISED NON-UNION SALARY RANGE ALIGNMENT

WHEREAS, RCW 36.40.080 states that ...the Board of County Commissioners shall fix and determine each item of the budget separately and shall by resolution adopt the budget...,

WHEREAS, RCW 36.16.070 states that ...the Board shall fix the compensation of all employees...,

WHEREAS, on May 1, 2012, the Board merged the departments of Public Works and Utilities and Waste Management, and the salary range allocated for the Deputy Director of Utilities and Waste Management is inconsistent with the range allocated for the Deputy Director Public Works/ER&R Manager, and the Board desires to equalize the salary ranges of the two comparable positions,

WHEREAS, the Board approves of the reallocation of the salary range for the job classification Deputy Director Public Works/Utilities and Waste Management from Range 34 to Range 40 on the "Non-Union Salary Alignment" table.

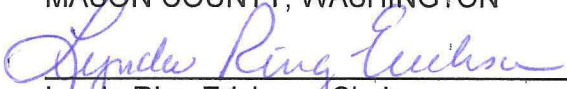
NOW, THEREFORE BE IT RESOLVED that the Board of County Commissioners does hereby amend the Non-Union Salary Range Alignment to reflect the above change effective May 16, 2012.

Approved this 17<sup>th</sup> day of July 2012.

BOARD OF COUNTY COMMISSIONERS  
MASON COUNTY, WASHINGTON

ATTEST:


  
Shannon Goudy, Clerk of the Board

  
Lynda Ring Erickson, Chair

  
Tim Sheldon, Commissioner

  
Steven Bloomfield, Commissioner

APPROVED AS TO FORM:

  
Tim Whitehead, Chief Deputy Prosecutor

## MASON COUNTY CLASSIFICATION DESCRIPTION

May 2012

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|                   |  |
|-------------------|--|
| <u>TITLE</u>      | Deputy Director, Public Works, Utilities   |
| <u>DEPARTMENT</u> | Public Works   |
| <u>REPORTS TO</u> | Public Works Director  |
| <u>SUPERVISES</u> | All staff assigned to the administration and operations of the Utilities Division. |

### DEFINITION

Plans, organizes and manages the activities of the Utilities Division of the Mason County Public Works Department, which includes Administration, Solid Waste, Water, Wastewater and Storm water, and is responsible for developing service in new areas and serving as a staff resource to advisory boards and committees.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

The Deputy Director of Utilities is responsible for the day-to-day administration of division operations to achieve goals within budgeted funds and available personnel. The Deputy Director plans and organizes workloads and staff assignments, reviews progress, determines changes in priorities and schedules as needed to assure services are provided in an efficient and timely manner.

Responsible for establishing policies, procedures, work rules, and performance standards to assure the efficient and effective operation of the Utilities division in compliance with County standards and federal, state, and local laws. Investigates and resolves personnel issues, including administration of disciplinary action, when appropriate.

Oversees the preparation of the Utilities budgets, rate studies, and related financial analysis documents. Reviews and recommends adjustments to various rates, charges, and assessments, which are the primary funding sources for Utilities division activities.

Provides planning leadership and makes recommendations to the Public Works Director regarding short and long range plans for utility operations. Coordinates divisional activities in conjunction with other Public Works divisions, and also with other County departments and outside governmental agencies. Maintains interagency cooperation with all regulatory agencies and commissions.

Investigates grant funding sources and pursues grant funding from federal and state agencies. Develops and approves preliminary work programs for grant applications. Negotiates contract commitments on all grant applications with federal and state agencies.

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.

TITLE Public Works Deputy Director of Utilities

Provides representation on various committees and before special interest groups; makes presentations and provides technical advice and assistance regarding utilities and landfill activities to the Public Works Director, Commissioners, civic groups, and the general public.

### OTHER JOB FUNCTIONS

Analyzes and recommends improvements to existing facilities, equipment and operating systems of the department. Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned operations.

Directs the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.

### WORKING CONDITIONS

Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Requires attendance at night meetings and field work where the employee may be exposed to heavy construction equipment, noise, debris or traffic. At times, will receive automated alarm notifications and may be required to respond to emergency alarm conditions and coordinate the solution after hours, on weekends and on holidays.

### QUALIFICATIONS

#### Knowledge of

- Management and supervision principles and practices.
- Legal requirements, regulations, and laws applicable to area of assignment.
- Fiscal management, including budget preparation, expenditure control and record keeping.
- Techniques and practices of civil or sanitary engineering utilized in the construction, operation and maintenance of water, wastewater and storm water systems and solid waste facilities.
- Principles and practices of contract and grant administration.

#### Ability to

- Plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of others.
- Develop departmental goals and objectives and conduct planning activities.
- Analyze and evaluate operations, develop and implement corrective actions.
- Establish and maintain effective working relationships with employees, County Commissioners, other agencies and the general public.
- Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Develop and implement innovative programs and services in area of assignment.
- Physical ability to perform the essential functions of the job.

TITLE

Deputy Director, Public Works, Utilities

Education and Experience -- 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:

Bachelor's degree in business or public administration, engineering, environmental or natural science or a related field.

Three years of progressively responsible experience in public sector utilities and/or waste management. A Civil Engineering degree may substitute for two of the required three years.

At least two years as a manager of a public utility and/or waste management operation.

Project management experience preferred.

Licenses, Certificates, and Other Requirements

Valid Washington State driver's license.

## NON-UNION SALARY RANGE ALIGNMENT

| <u>SALARY<br/>RANGE NUMBER</u> | <u>CLASSIFICATION TITLE</u>  |
|--------------------------------|--|
| 45                             | Public Works Director<br>Utilities & Waste Management Director<br>Chief Deputy Prosecuting Attorney  |
| 44                             | Deputy Director Public Works/County Engineer   |
| 43                             | Chief Criminal Prosecuting Attorney  |
| 40                             | Deputy Director Public Works/ER&R Manager<br>Deputy Director Public Works/Utilities & Waste Mgmt   |
| 39                             | Public Health Director<br>Community Development Director<br>Facilities, Parks and Trails Director  |
| 38                             | Undersheriff<br>Information Services Manager   |
| 37                             | Administrator, Probation Services  |
| 35                             | Chief Criminal Deputy Sheriff<br>Engineering and Construction Manager<br>Engineer IV<br>Land Use Attorney<br>Director of Human Resources   |
| 34                             | Road Operations & Maintenance Manager<br>Parks & Trails Manager<br>Chief Finance Manager   |
| 33                             | Chief Civil Deputy Sheriff<br>Jail Superintendent<br>Deputy Administrator (Detention), Probation<br>Engineer III   |
| 32                             | Planning Manager<br>Permit Assistance Center Manager<br>Construction Services Supervisor<br>Project Support Services Manager<br>Transportation Planning Supervisor<br>Facilities Manager |
| 31                             | Program Manager II<br>Assistant Road Operations & Maintenance Manager  |
| 30                             | Personal Health Manager<br>Building Official<br>GIS Manager<br>Right of Way Manager/Property Manager   |

## NON-UNION SALARY RANGE ALIGNMENT

| <u>SALARY<br/>RANGE NUMBER</u> | <u>CLASSIFICATION TITLE</u>  |
|--------------------------------|--|
| 29                             | Emergency Management Manager<br>Equipment Maintenance Supervisor<br>Deputy Administrator, Probation<br>Finance Manager<br>Road Operations & Maintenance Supervisor<br>Senior Financial Analyst |
| 28                             | Engineer II<br>Survey Supervisor   |
| 27                             | District Court Administrator<br>Superior Court Administrator<br>Chief Appraiser<br>Chief Deputy<br>Administrative Supervisor<br>Elections Superintendent                                       |
| 25                             | Program Manager I  |
| 22                             | Engineer I   |
| 21                             | Assistant to the Commissioners   |
| 20                             | Deputy Court Administrator<br>Risk Manager/Budget Analyst<br>Office Manager  |
| 19                             | Official Court Recorder/Judicial Assistant<br>Official Court Recorder/Family Law Facilitator<br>Personnel Analyst  |
| 17                             | Administrative Assistant<br>Clerk of the Board/Claims Administrator  |
| 13                             | Administrative Secretary<br>Legal Secretary  |
| 10                             | Receptionist/Secretary   |
| 1                              | PBX Operator<br>Office Assistant   |

Non-Union Salary Ranges  
with COLA  
Effective January 1, 2008

Attachment A

| Range | ENTRY   | STEP A  | STEP B  | STEP C  | STEP D  | STEP E  |
|-------|---------|---------|---------|---------|---------|---------|
| 45    | \$6,686 | \$7,019 | \$7,371 | \$7,555 | \$7,744 | \$7,937 |
| 44    | \$6,525 | \$6,852 | \$7,195 | \$7,375 | \$7,559 | \$7,748 |
| 43    | \$6,365 | \$6,684 | \$7,018 | \$7,194 | \$7,373 | \$7,558 |
| 42    | \$6,216 | \$6,527 | \$6,854 | \$7,025 | \$7,200 | \$7,380 |
| 41    | \$6,063 | \$6,365 | \$6,685 | \$6,851 | \$7,023 | \$7,198 |
| 40    | \$5,920 | \$6,216 | \$6,526 | \$6,690 | \$6,857 | \$7,029 |
| 39    | \$5,775 | \$6,065 | \$6,367 | \$6,526 | \$6,690 | \$6,857 |
| 38    | \$5,637 | \$5,919 | \$6,215 | \$6,371 | \$6,529 | \$6,693 |
| 37    | \$5,499 | \$5,774 | \$6,064 | \$6,215 | \$6,370 | \$6,529 |
| 36    | \$5,368 | \$5,637 | \$5,919 | \$6,068 | \$6,219 | \$6,375 |
| 35    | \$5,239 | \$5,501 | \$5,776 | \$5,920 | \$6,069 | \$6,220 |
| 34    | \$5,114 | \$5,369 | \$5,638 | \$5,779 | \$5,924 | \$6,072 |
| 33    | \$4,989 | \$5,239 | \$5,501 | \$5,638 | \$5,779 | \$5,924 |
| 32    | \$4,872 | \$5,115 | \$5,370 | \$5,504 | \$5,642 | \$5,783 |
| 31    | \$4,750 | \$4,988 | \$5,238 | \$5,368 | \$5,503 | \$5,641 |
| 30    | \$4,639 | \$4,871 | \$5,114 | \$5,243 | \$5,372 | \$5,507 |
| 29    | \$4,527 | \$4,752 | \$4,989 | \$5,115 | \$5,243 | \$5,374 |
| 28    | \$4,418 | \$4,639 | \$4,871 | \$4,992 | \$5,118 | \$5,246 |
| 27    | \$4,311 | \$4,526 | \$4,751 | \$4,871 | \$4,992 | \$5,117 |
| 26    | \$4,208 | \$4,418 | \$4,639 | \$4,754 | \$4,874 | \$4,996 |
| 25    | \$4,105 | \$4,310 | \$4,525 | \$4,638 | \$4,753 | \$4,873 |
| 24    | \$4,008 | \$4,208 | \$4,418 | \$4,529 | \$4,641 | \$4,758 |
| 23    | \$3,910 | \$4,105 | \$4,310 | \$4,418 | \$4,529 | \$4,641 |
| 22    | \$3,817 | \$4,008 | \$4,209 | \$4,314 | \$4,421 | \$4,532 |
| 21    | \$3,723 | \$3,910 | \$4,106 | \$4,208 | \$4,313 | \$4,420 |
| 20    | \$3,634 | \$3,816 | \$4,007 | \$4,107 | \$4,210 | \$4,315 |
| 19    | \$3,546 | \$3,723 | \$3,910 | \$4,008 | \$4,108 | \$4,211 |
| 18    | \$3,462 | \$3,635 | \$3,817 | \$3,912 | \$4,010 | \$4,110 |
| 17    | \$3,378 | \$3,547 | \$3,724 | \$3,818 | \$3,913 | \$4,011 |
| 16    | \$3,297 | \$3,462 | \$3,635 | \$3,726 | \$3,819 | \$3,914 |
| 15    | \$3,217 | \$3,378 | \$3,546 | \$3,634 | \$3,723 | \$3,817 |
| 14    | \$3,139 | \$3,296 | \$3,460 | \$3,547 | \$3,636 | \$3,727 |
| 13    | \$3,063 | \$3,216 | \$3,377 | \$3,461 | \$3,548 | \$3,637 |
| 12    | \$2,989 | \$3,139 | \$3,296 | \$3,378 | \$3,463 | \$3,549 |
| 11    | \$2,917 | \$3,063 | \$3,216 | \$3,297 | \$3,379 | \$3,463 |
| 10    | \$2,848 | \$2,989 | \$3,139 | \$3,217 | \$3,298 | \$3,380 |
| 9     | \$2,778 | \$2,917 | \$3,063 | \$3,139 | \$3,218 | \$3,298 |
| 8     | \$2,712 | \$2,846 | \$2,989 | \$3,064 | \$3,140 | \$3,219 |
| 7     | \$2,645 | \$2,778 | \$2,917 | \$2,989 | \$3,064 | \$3,142 |
| 6     | \$2,583 | \$2,713 | \$2,848 | \$2,919 | \$2,992 | \$3,067 |
| 5     | \$2,520 | \$2,645 | \$2,778 | \$2,848 | \$2,919 | \$2,992 |
| 4     | \$2,461 | \$2,583 | \$2,713 | \$2,781 | \$2,851 | \$2,921 |
| 3     | \$2,400 | \$2,521 | \$2,646 | \$2,713 | \$2,781 | \$2,851 |
| 2     | \$2,342 | \$2,460 | \$2,583 | \$2,647 | \$2,714 | \$2,781 |
| 1     | \$2,287 | \$2,400 | \$2,520 | \$2,583 | \$2,647 | \$2,714 |