



Warren C. Evans
County Executive

DIVISION DIRECTOR – WATERSHED MANAGEMENT

GENERAL SUMMARY:

The Division Director – Watershed Management plans, organizes, evaluates, executes, and directs staff to provide for the planning, development, design, and construction of capital improvements to environmental protection projects and facilities owned and operated by the County, including sanitary and storm sewers, pumping stations, wastewater treatment facilities, and storm water management facilities. This position also directs programs and staff to provide for the management of watersheds within Wayne County and for the management of the Rouge River National Wet Weather Demonstration Project (Rouge Project) Federal grant program. This role leads and supports the services, contracts, funding and projects associated with WM, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, evaluates, executes, and directs staff to provide for the planning, development, financing, design, and construction of capital improvements to environmental protection projects and facilities
- Procures and manages grants, loans, contracts, and projects awarded to or undertaken by the Division
- Provides technical and financial oversight of Division projects
- Negotiates grant and loan applications, contracts/grant/loan agreements, and contracts for services; prepares periodic financial reports, technical reports, progress reports, and associated correspondence; coordinates master financing plan and other financial summaries for grants and loans, including the federal grants under the Rouge River National Wet Weather Demonstration Project
- Conducts workshops meetings and conferences with sub grantee communities and agencies
- Serves as designated Storm Water Coordinator for the County

- Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Wastewater treatment plants
- Knowledge of Industrial waste
- Knowledge of Federal Grant Programs
- Knowledge of Financial Summaries
- Knowledge of Rouge River National Wet Weather Demonstration loan
- Interpersonal skills to manage and supervise staff

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EDUCATION AND EXPERIENCE AND TRAINING:

Experience: Six years of management/executive experience

Training: Bachelors degree from in Civil or Environmental Engineering, Natural Resources, or related field or equivalent educational experience. Master's Degree is preferred.

License: Professional Engineer's License

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position so classified.

Department of Personnel/Human Resources
County of Wayne, Michigan
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