



## Project Program Manager I / II - Workforce Development

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**DEPARTMENT:** DNRP-Natural Resources & Parks  
**DIVISION:** Wastewater Treatment  
**SALARY:** \$33.43 - \$47.72 Hourly  
\$69,534.40 - \$99,257.60 Annually  
**LOCATION:** King Street Center - 201 S Jackson St, Seattle  
**JOB TYPE:** Special Duty Assignment or Term Limited Temp (TLT)  
**CLOSING DATE:** 08/02/21 11:59 PM

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### SUMMARY:

The Department of Natural Resources and Parks is seeking energetic and motivated candidates for collaborative work within the Project Planning and Delivery Section (PPD) of the Wastewater Treatment Division (WTD). This will be an outstanding opportunity to join a diverse array of colleagues whose work includes: construction management, engineering, planning, project control, and project management activities.

The Project Planning and Delivery Section within WTD is seeking up to six qualified candidates for the positions of Project/Program Manager I or II depending on candidate experience. Work for the Project/ Program Manager I classification will be entry level and will be performed under direct supervision. Candidates with experience may qualify for the Project Program Manager II level position as this classification will handle tasks independently and perform both routine and journey-level work with minimal direction and guidance, while more complex tasks and projects are performed under closer supervision.

Both classifications will be supporting the units within the section and will be mentored by more senior staff. Competitive candidates for both classification levels will be skillful problem-solvers, with the ability to collaborate with team members on common objectives and possess analytical skills to measure and monitor process, progress and results.

**Duration:** This position is a two-year Special Duty Assignment or Term Limited Temporary (TLT).

**About the Wastewater Treatment Division (WTD):** WTD protects water quality and public health in the central Puget Sound region by providing high quality treatment to wastewater collected from local sewer agencies. WTD includes 650 employees across multiple facilities and serves 1.5 million people. To our agency, success means clean water. It means honoring our legacy while keeping a promise to another generation that our beautiful environment will be there for them to enjoy. It also means being accountable to our ratepayers and operating a well-managed agency.

WTD is committed to the principles of **equity and social justice**. We value diverse perspectives

and life experiences in our workforce and are committed to building a culturally diverse and inclusive environment. WTD strives to provide equitable services to residents and businesses across King County.

**Who is Eligible:** Open to all qualified applicants with first priority given to internal WTD candidates. Applicants from this recruitment may be considered for other vacancies as they occur in the PPMI / II classification.

### **Telecommuting Requirement**

The work associated with this position will be performed predominantly by telecommuting, with occasional onsite work and meetings, as influenced by business needs. Employee will have access to shared workspaces at various King County facilities. Employees must reside in WA state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection (access may be supplemented in some situations) where they can reliably perform work and remain available and responsive during scheduled work hours. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required by the department in alignment with the [Public Health Directive](#) from the Seattle & King County Public Health Officer. King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

To support employees during this time King County has a robust collection of [tools and resources](#) to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team.

**Work Location:** Primarily teleworking and the King Street Center 201 S. Jackson St., Seattle WA 98104. There will be an expectation to travel to various worksites throughout King and South Snohomish County as needed for your work.

**Work Schedule:** The PPM I position is covered under the provisions of the Fair Labor Standards Act (FLSA) and is overtime eligible. The PPM II position is exempt from the overtime provision of the Fair Labor Standard Act (FLSA) and is not overtime eligible. This full-time position works a 40-hour work week, Monday through Friday.

**To learn more about the Wastewater Treatment Division click on the below links:**

<http://www.kingcounty.gov/environment/wtd/About.aspx>

<http://www.kingcounty.gov/environment/wtd/About/Vision.aspx>

### **JOB DUTIES:**

- Participate in research and collect, compile and analyze information for various plans or specific project issues. Present findings to others.
- Perform field work, including data collection, surveys and studies.
- Perform contract administration in support of capital projects and programs
- Manage contracts, budgets, and data in the internal Project Information Management System.
- Participate on interdepartmental, intergovernmental or private sector partnership committees.
- Develop and disseminate communication materials or committee information. Respond to limited inquiries from the public.
- Establish and maintain electronic files from planning through implementation.

- Research, prepare and monitor project cost estimates, schedules and budgets. Work with others to develop project scopes. Document changes to scope, schedule and budgets.
- Lead work teams for small projects or specific components of larger projects. Coordinate teams of in-house experts and representatives of jurisdictions involved to execute a project. Assign and track work assignments of team members.
- Monitor and manage projects within existing policies and procedures. Identify conflicts.
- Assist in preparing technical wastewater project work plans, schedules, and budgets; assemble technical information for use by the project teams.
- Assist in the procurement process for consultants, equipment and construction work.
- Assist in reviews of consultant deliverables. Identify and resolve potential coordination conflicts.
- Under close supervision, perform a variety of inspection activities to ensure compliance with plans, specifications, code, and safety requirements.
- Provide technical assistance during construction, including submittal reviews.
- Assist in planning and conducting inspections of facilities.

## **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

### **Our Ideal Candidate Will Have The Following Competencies:**

**Action Oriented** - Readily takes action on challenges, without unnecessary planning. Identifies and seizes new opportunities. Displays a can-do attitude in good and bad times. Steps up to handle tough issues.

**Nimble Learning** - Learns quickly when facing new situations. Experiments to find new solutions. Takes on the challenge of unfamiliar tasks. Extracts lessons learned from failures and mistakes.

**Customer Focus** - Gains insight into customer needs. Identifies opportunities that benefit the customer. Builds and delivers solutions that meet customer expectations. Establishes and maintains effective customer relationships.

**Communicates Effectively** - Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and positions levels. Attentively listens to others. Adjusts to fit the audience and the message. Provides timely and helpful information to others across the organization. Encourages the open expression of diverse ideas and opinions.

### **The Most Competitive Candidates Will Have:**

- Knowledge of research methods
- Basic quantitative skills
- Analytical and problem-solving skills
- Establish and maintain effective working relationships with a diverse group of individuals and present information in a tactful and diplomatic manner.
- Ability to manage multiple priorities with conflicting deadlines.
- Demonstrated ability to communicate effectively orally and in writing.
- Proficiency in use of software that supports the delivery of work products, such as Word, Outlook, PowerPoint, Excel, SharePoint, Visio and database management programs.

### **Competitive Candidates for the Project Program Manager II level will have :**

- Prior experience and a working knowledge of cost and scheduling techniques and principles.
- Knowledge of negotiation principles.
- Experience that demonstrates a high level of knowledge of construction management, project management and/or financial accounting techniques.

- Project Management education and familiarity with Project Management Institute Body of Knowledge (PMBOK).

**License/Certification:**

- Valid Washington State driver's license (WDL) or the ability to obtain a WDL or the ability to travel in a timely manner to locations throughout King and Snohomish Counties that may not be served by public transportation.

**Physical Requirements:** Some physical skill and effort is required to perform site condition assessments and inspections.

**Work Environment:** Predominantly telecommuting

**SUPPLEMENTAL INFORMATION:**

**Application and Selection Process:** Application materials will be screened for clarity, completeness including online application, cover letter and resume, and responsiveness to the list of qualifications, skills, and abilities. The most competitive candidates may be invited to participate in one or more panel interviews. **Applications without the following required materials may not be considered for this position.**

- King County application
- Resume
- Cover Letter detailing your background and what you can bring to this position
- Responses to supplemental questions

**Union Representation:** This position is represented by the Technical Employee's Association (TEA).

**For more information regarding this recruitment, please contact:**

Diana Eberly  
Senior Human Resource Analyst  
206-477-6899  
Diana.eberly@kingcounty.gov

**Forbes recently named King County as one of Washington State's best employers.**

**Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? [Come join the team](#) dedicated to serving one of the nation's best places to live, work and play.**

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

## King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

### To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact your recruiter listed on this job announcement.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.kingcounty.gov/>

Job #2021-13763  
PROJECT PROGRAM MANAGER I / II -  
WORKFORCE DEVELOPMENT  
DE

King County Administration Bldg.  
500 4th Ave. Rm. 553  
Seattle, WA 98104  
206-477-3404

[diana.eberly@kingcounty.gov](mailto:diana.eberly@kingcounty.gov)

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## Project Program Manager I / II - Workforce Development Supplemental Questionnaire

- \* 1. Are you applying to this position as an eligible Current or Previous King County Employee Priority Placement Program Participant AND Is this position the same or lower percentage of full-time when compared to the position held at the point of the notification of layoff AND Do you possess the skills and abilities to qualify for this position?
  - Yes, I was given a layoff notice from my role at King County AND I am within two years of the effective date of my layoff. AND The position I was laid off from was the same or a higher percentage of FT status when compared to this one.
  - No.
- 2. If you answered yes to the question above and you are applying for this position as a Priority Placement Participant, to be considered, you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff
- \* 3. Are you currently a King County Career Service employee?
  - Yes    No

\* Required Question