

**Memorandum of Agreement
By and Between
King County
and
Technical Employees' Association Department of Natural Resources & Parks – Staff**

Subject: Updates to Wastewater Capital Project Manager job series

Background:

1. The Technical Employees Association represents a 4-level job series in the Wastewater Treatment Division (WTD) called the Wastewater Capital Projects Manager series.
2. The King County Department of Human Resources (DHR) has historically maintained classification specifications for these jobs. These classification specifications have not been substantively updated since 2009. In cooperation with WTD, DHR has updated the classifications.
3. King County provided the updated classification specifications to TEA in redline form, inviting TEA to comment and make suggestions to the changes.
4. The final revised classification specifications are hereby attached as Exhibit A, B, C, and D.
5. The parties enter into this Agreement in order to document that TEA was provided notice of the changes to the classification specifications.

Agreement:

1. TEA confirms that all bargaining obligations with respect to the finalization and implementation of the 2024 updates to the Wastewater Capital Projects Manager series have either been waived or fulfilled.
2. Any disputes regarding the interpretation or application of this Agreement shall be resolved by the parties using the grievance procedures of the applicable collective bargaining agreement.
3. This Agreement is effective upon signature by all parties. Electronic signatures will have the same force and effect as does an original signature on this document. This Agreement may be signed in counterparts, which together shall constitute the entire agreement.

For the Technical Employees Association:

DocuSigned by:
Alton Gaskill

12/9/2024

Alton Gaskill
President

Date

For King County:

DocuSigned by:
David S. Levin

11/27/2024

David S. Levin, Senior Labor Negotiator
Office of Labor Relations
King County Executive Office

Date



King County

Classification Specification

459VR0324_Exhibit A

7160100

WASTEWATER CAPITAL PROJECT MANAGER I

Class Summary

The responsibilities of this classification include effectively applying Project Management industry standards and practices in project planning, coordinating, scope management, budget management, schedule management, monitoring and control, and reporting. Under direct supervision of a more experienced Project or Program Manager, may serve as a sub-project team leader.

Distinguishing Characteristics

This is the first level in a four-level classification series. This classification is distinguished from the Wastewater Capital Project Manager II in that incumbents within the Wastewater Capital Project Manager II perform project management work on an independent basis with minimal guidance and direction, negotiate contract issues, and provide decision-making per Wastewater Treatment Division policy on changes to project scope.

The Wastewater Capital Project Manager series is distinguished from the Wastewater Engineer series in that these positions are primarily responsible for applying project management techniques and principles in the accomplishment of the design and construction of facilities for the Wastewater Treatment Division, while the Wastewater Engineer series is primarily responsible for applying engineering principles and techniques for specific engineering work within a line of business within the department.

Examples of Duties (May vary by position)

1. Assist in preparing the project scope of work, budget, and schedule.
2. Assist in the establishment of project deliverables.
3. Assist in developing project Work Breakdown Structures (WBS).
4. Obtain necessary approvals from the customer, sponsor, and stakeholders.
5. Document changes to project scope, schedule, and budget.
6. Communicate project plans and provide information to stakeholders, both internal and external, to the organization.
7. Assist in monitoring and controlling project work.
8. Assist in executing the project plan.
9. Serve as sub-project team leader.
10. Perform other duties as assigned.

Knowledge/Skills

Knowledge of project management techniques and practices, contract administration, and budgeting

Skill in written and oral communication, negotiation, and conflict resolution

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

Education and Experience Requirements

Any combination of education and experience that clearly demonstrated the ability to perform the job duties of the classification

Licensing, Certification and Other Requirements

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

FLSA Designation	Non-Exempt
Service Status	Career Service
EEO Code	2
Levels within same series	Wastewater Capital Project Manager I, II, III, and IV
Class History	02/2003 – Updated 03/2009 – Revised 10/2012 – Updated and title change xx/2024 – Updated content

**King County**

Classification Specification

459VR0324_Exhibit B**7160200**

WASTEWATER CAPITAL PROJECT MANAGER II

Class Summary

The responsibilities of this classification include leading a team responsible for a broad range of wastewater facilities, modifications, or upgrade projects, and/or under the direction of senior-level staff, independently managing projects involving specialized functions or components of major projects. Wastewater Capital Project Manager IIs negotiate contract issues and provide direction and decision-making per Wastewater Treatment Division policy on changes to project scope. Project assignments typically include 1 to 5 functional disciplines, limited permits, or SEPA requirements, existing or proven technology, and are low risk to the agency.

Distinguishing Characteristics

This is the second level in a four-level classification series. This classification is distinguished from the Wastewater Capital Project Manager III classification in that incumbents within the Wastewater Capital Project Manager III are responsible for providing lead direction for assigned staff on a project basis and performing advanced project management tasks with multiple dimensions.

The Wastewater Capital Project Manager series is distinguished from the Wastewater Engineer series in that these positions primarily call for applying project management techniques and principles on projects with multiple technical disciplines for the design and construction of wastewater facilities, while the Wastewater Engineer series is primarily responsible for applying engineering principles and techniques for specific work within a line of business within the department.

Examples of Duties

In addition to the duties of the Wastewater Capital Project Manager I classification, the Wastewater Capital Project Manager II will:

1. Apply Project Management industry standards and practices in the areas of project planning, coordinating, scope management, budget management, schedule management, monitoring and control, and reporting on assigned capital projects. Perform project chartering, initiation, planning, execution, monitoring/control, and closeout.
2. Manage wastewater capital projects that require preparation of plans, specifications, estimates, and scopes of work for public bidding (including the use of alternative or collaborative delivery methods), request for proposal process, and/or internal use.
3. Develop, implement, and manage the project scope of work, schedule, budget, and contract requirements; execute plans for assigned projects' design, procurement, and construction phases.
4. Establish project deliverables.
5. Develop project-specific Work Breakdown Structures (WBS).
6. Obtain necessary approvals from customers, sponsors, and stakeholders.
7. Develop, execute, and communicate the project plan.
8. Document, obtain approval, and manage changes to project scope; negotiate contracts and contract changes.
9. Monitor and control project work; report on the status of assigned projects.
10. Procure and administer consultant contracts.

- 11. Develop and implement plans for project-specific Quality Assurance/Quality Control (QA/QC).
- 12. Administer project and contract requirements and standards in accordance with King County policies and procedures. Perform duties as defined in the WTD project management manual using PMI methodology.
- 13. Close-out assigned projects
- 14. Perform other duties as assigned.

Knowledge/Skills

Knowledge of project management techniques and practices, contract administration, and budgeting

Basic knowledge of construction management techniques and relevant engineering disciplines or equivalent technical skills that support WTD project development

Skill in written and oral communication, facilitation, negotiation, and conflict resolution

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

Education and Experience Requirements

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

Licensing, Certification and Other Requirements

Washington State Driver’s License may be required or the ability to provide transportation to remote work locations with limited or no public transportation services

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

FLSA Designation	Exempt
Service Status	Career Service
EEO Code	2
Levels within same series	Wastewater Capital Project Manager I, II, III, and IV
Class History	02/2003 – Created 03/2009 – Revised 10/2012 – Updated and title change 02/2022 – Minor update xx/2024 – Updated content



King County
Classification Specification

459VR0324_Exhibit C

7160300
WASTEWATER
CAPITAL PROJECT MANAGER III

Class Summary

The responsibilities of this classification include independently managing one or more planning, design, and construction projects from inception to successful construction completion and turnover to operations and maintenance. Projects assigned to this level typically have moderate complexity in terms of technical, logistical, and legal issues. They may require issue analysis and coordination with external entities such as cities, water districts, and local/state/federal regulatory agencies. Incumbents oversee diverse project teams composed of internal and consultant teams from a broad range of disciplines, including engineering, architecture, skilled trades, and government officials. Projects assigned to this project manager level may have a major financial or operational impact on key business units and county objectives. Project assignments typically require considerable resources and high levels of functional integration, are high profile, medium risk to the agency, and have moderately aggressive timelines and moderately defined scopes.

Distinguishing Characteristics

This is the third level within the four-level classification series. This classification is distinguished from the Wastewater Capital Project Manager IV classification in that the incumbent within the Wastewater Capital Project Manager IV coordinates the work of other staff matrixed as project team members to work on assigned projects. The Wastewater Capital Project Manager IV classification is an advanced-level project manager for large, high-risk, and often multiple projects.

The Wastewater Capital Project Manager series is distinguished from the Wastewater Engineer series in that these positions primarily call for applying project management techniques and principles on projects with multiple technical disciplines for the design and construction of wastewater facilities, while the Wastewater Engineer series is primarily responsible for applying engineering principles and techniques for specific work within a line of business within the department.

Examples of Duties

In addition to the duties of the Wastewater Capital Project Manager II classification, the Wastewater Capital Project Manager III will:

1. Lead and direct high-priority projects, which often require considerable resources and high levels of functional integration.
2. Negotiate contract scopes, schedules, budgets, and contract changes.
3. Measure project performance using appropriate tools and techniques, identify and quantify variances, perform required corrective actions, and communicate to all stakeholders.
4. Lead negotiation of interagency or local agreements.
5. Present projects to elected officials, community groups, and the public.
6. Perform other duties as assigned.

Knowledge/Skills

Knowledge of project management techniques and practices as described by the Project Management Institute's Project Management Body of Knowledge

Advanced knowledge of contract administration, contract enforcement techniques and principles, budgeting, and scheduling development and analysis

Knowledge of policy analysis and development

Basic knowledge of construction management techniques and relevant engineering disciplines

Basic knowledge of the legislative process

Skill in leadership, written and oral communication, facilitation, negotiation, and conflict resolution

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

Education and Experience Requirements

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

Licensing, Certification and Other Requirements

Washington State Driver’s License may be required, or the ability to provide transportation to remote work locations with limited or no public transportation services

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

FLSA Designation	Exempt
Service Status	Career Service
EEO Code	2
Levels within same series	Wastewater Capital Project Manager I, II, III, and IV
Class History	02/2003 – Updated 03/2009 – Revised 10/2012 – Updated and title change 02/2022 – Minor update Xx/2024 – Updated content



King County

Classification Specification

459VR0324_Exhibit D

7160400

WASTEWATER CAPITAL PROJECT MANAGER IV

Class Summary

The responsibilities of this classification include independently managing one or more of the largest and most technically, legally, and politically complex planning/design/construction projects. Projects assigned to this level involve significant resources, complex technical execution requirements, complicated relationship management issues, and alternative project delivery methods such as GC/CM and PDB. Positions at this level manage the most complex and diverse project teams. Wastewater Capital Project Manager IVs also serve as technical consultants to Senior Management on project technical and strategic issues and manage internal cross-functional issues to resolution. This classification may also serve as a lead position to lower-level Wastewater Capital Project Managers.

Distinguishing Characteristics

This is the fourth level within the four-level classification series. The Wastewater Capital Project Manager IV is a lead resource for lower-level project managers. Wastewater Capital Project Manager IVs are typically assigned multiple technically complex, highly visible, and high-risk projects with complex multi-engineering discipline elements.

Examples of Duties

In addition to the duties of the Wastewater Capital Project Manager III classification, the Wastewater Capital Project Manager IV will:

1. Procure and administer consultant contracts. Oversee and supervise the preparation of all contract negotiations, change orders, interpretation, and compliance monitoring.
2. Work with other departments to develop and initiate capital improvement projects to resolve facility problems and/or issues. Identify the project scope, budget, funding, and schedule for these projects.
3. Provide lead direction and mentoring for lower-level capital project managers.
4. Administer project and contract requirements and standards in accordance with King County policies and procedures. Perform duties defined in the WTD project management manual using the Project Management Institute's (PMI) methodology.
5. Perform other duties as assigned.

Knowledge/Skills

Advanced knowledge of project management techniques and practices as described by PMI's Project Management Body of Knowledge

Advanced knowledge of contract administration, contract enforcement techniques and principles, budgeting, scheduling development, and policy analysis and development

Advanced knowledge of construction management techniques and multiple relevant engineering disciplines

Knowledge of the legislative process

Skill in leadership, written and oral communication, facilitation, negotiation, and conflict resolution

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member
Demonstrated proficiency with business applications, such as Microsoft Office suite

Education and Experience Requirements

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

Licensing, Certification and Other Requirements

Washington State Driver’s License may be required or the ability to provide transportation to remote work locations with limited or no public transportation services
Project Management Professional (PMP) or equivalent certification is required
Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

FLSA Designation	Exempt
Service Status	Career Service
EEO Code	2
Levels within same series	Wastewater Capital Project Manager I, II, III, and IV
Class History	02/2003 – Updated 03/2009 – Revised 10/2012 – Updated and title change 02/2022 – Minor update 06/2023 – Updated 11/2023 – Updated xx/2024 – Updated content