

Mei Hunt

☎ (425) 555-7318 ✉ mei.hunt@example.com 💼 linkedin.com/example/meihunt 📍 Bellevue, WA 98005

SUMMARY

Senior civil engineering and utilities program leader with 11 years of experience delivering municipal water, wastewater, **surface water**, floodplain, habitat restoration, and capital infrastructure programs. Washington Professional Engineer with more than six years of licensed practice and five years supervising project managers and multidisciplinary delivery teams. Leads six year **Capital Improvement Program** planning, design and construction portfolios, consultant contracts, budgets, cost estimates, plans, specifications, regulatory coordination, asset management, GIS mapping, and public reporting. Applies **APWA Construction Specifications**, **WSDOT Local Agency Guidelines** and Construction Manual requirements, Washington Department of Ecology regulations, and Washington Department of Health drinking water standards. Works closely with executives, elected officials, agencies, developers, residents, contractors, consultants, operations teams, and utility partners to resolve difficult issues and deliver practical public infrastructure.

EXPERIENCE

Senior Utilities Program Manager

January 2022 - Present

Northwest Civic Engineering Partners

Bellevue, WA

Leads a municipal utilities portfolio covering water, wastewater, surface water, capital planning, consultant delivery, regulatory coordination, **asset management**, and executive communication. Supervises project managers and engineers while connecting system condition, growth, operations, funding, and public service priorities.

- Integrated condition, growth, regulatory, and operations data into multi year utility delivery plans.
- Supervised six **project managers** and engineers through coaching, reviews, evaluations, and difficult design decisions.
- Administered **consultant contracts** by reviewing scopes, fees, schedules, deliverables, amendments, and approved **budgets**.
- Applied **APWA Construction Specifications** and WSDOT guidance across transportation utility design and **construction** work.
- Presented capital status, forecasts, risks, and recommendations to executives, boards, partners, and residents.
- Reconciled field observations, record drawings, and GIS mapping for renewal planning decisions.

Utilities Engineering Manager

July 2019 - December 2021

Cascade Water Infrastructure Group

Tacoma, WA

Managed utility design and construction assignments for sewer, drinking water, and stormwater systems. Directed engineers and project managers, prepared budgets and forecasts, coordinated regulatory reporting, and shaped technical standards supporting reliable municipal service.

- Converted master planning priorities into scoped **sewer**, drinking water, and stormwater **capital projects**.
- Supervised four engineers and project managers across concurrent utility assignments and technical reviews.
- Prepared budgets, **cost estimates**, expenditure forecasts, and consultant authorization recommendations for leadership decisions.
- Coordinated Ecology **wastewater** and **stormwater** documentation supporting annual compliance reporting.
- Reviewed **drinking water** improvements against Department of Health requirements with operations staff.
- Recommended utility standards and code updates after evaluating construction issues, maintenance needs, and regulatory changes.

Senior Civil Engineer

June 2016 - June 2019

Soundview Municipal Engineering

Everett, WA

Served as engineer of record and project manager for municipal water, sewer, drainage, floodplain, and stream restoration work. Guided projects from alternatives analysis through construction while managing contracts, public communication, technical approvals, and renewal priorities.

- Managed **water**, sewer, drainage, floodplain, and stream restoration projects through construction completion.
- Prepared **plans**, **specifications**, technical memoranda, cost estimates, bid documents, and design criteria.
- Administered consultant and **construction** support contracts, resolving scope questions and technical submittals.
- Applied APWA requirements and **Washington** transportation guidance within roadway utility corridors.
- Prioritized renewal recommendations with maintenance staff using condition, risk, constructability, and funding.
- Explained **engineering** constraints and solutions during public meetings and interagency reviews.

Civil Engineer

June 2013 - May 2016

Rainier Civil Works

Olympia, WA

Delivered municipal utility design and field support under senior **engineering** oversight, progressing from calculations and drafting into project coordination. Supported water, sewer, stormwater, floodplain, habitat, GIS, permitting, and technical reporting work.

- Designed **water**, sanitary **sewer**, and stormwater improvements under senior engineering oversight.
- Prepared hydraulic calculations, drawings, specifications, quantities, and engineer's **cost estimates**.
- Conducted field investigations and **construction** observations, resolving design questions with project teams.
- Compiled survey, hydrologic, permitting, and environmental information for habitat restoration studies.

- Updated **GIS** utility records with verified record drawings for planning and maintenance coordination.
- Prepared technical reports and permit materials while coordinating agency and developer comments.

PROJECTS

Regional Utility Renewal Program 2024

Connected asset condition, GIS records, growth forecasts, and operations priorities within a coordinated renewal planning approach for municipal utility systems.

Floodplain and Habitat Restoration Planning 2018

Brought agencies, residents, developers, and technical partners together around practical floodplain and salmon habitat improvements supported by clear engineering analysis.

LEADERSHIP & AWARDS

- Washington Professional Engineer license recognized for sustained civil engineering practice since 2019.
- Utility Engineering Mentorship Program volunteer mentor, supporting practical growth among emerging infrastructure professionals.
- Regional Public Infrastructure Technical Forum member, contributing to peer exchange on municipal delivery practices.

EDUCATION

Bachelor's Degree in Civil Engineering

2013

Washington State University GPA: 0

Pullman, WA

Coursework: *Municipal infrastructure, hydraulics, water resources, engineering design, construction management*

CERTIFICATIONS

- Professional Engineer, Civil, State of Washington  2019
- Washington Driver's License  2013

TECHNICAL SKILLS

- **Utility Systems:** Water, wastewater, stormwater
- **Capital Delivery:** Capital Improvement Programs, design management, construction management
- **Engineering Standards:** APWA Construction Specifications, WSDOT Local Agency Guidelines, WSDOT Construction Manual
- **Regulatory Compliance:** Ecology wastewater, Ecology stormwater, Health drinking water
- **Project Controls:** Budgets, cost estimates, expenditure forecasts
- **Contract Administration:** Consultant contracts, construction contracts, scope review
- **Asset Information:** Asset management, GIS, utility mapping
- **Technical Documents:** Plans, specifications, technical memoranda
- **Municipal Planning:** Long range planning, growth forecasting, utility standards
- **Public Infrastructure:** Floodplain management, salmon habitat restoration, drainage
- **Leadership Tools:** Performance monitoring, coaching, staff supervision
- **Reporting Tools:** Annual compliance reporting, progress reporting, program evaluation

SKILLS

- | | | | |
|-----------------------|--------------------------------|---------------------------|-----------------------------|
| • Municipal Utilities | • Capital Improvement Programs | • Habitat Restoration | • Asset Management |
| • Water Systems | • Civil Engineering | • Contract Administration | • GIS Utility Mapping |
| • Sewer Systems | • Construction Management | • Budgeting | • Stakeholder Presentations |
| • Surface Water | • Floodplain Management | • Cost Estimating | |

PROFESSIONAL AFFILIATIONS

- Utility Engineering Mentorship Program, Volunteer Mentor, 2021 to Present.
- Regional Public Infrastructure Technical Forum, Member, 2019 to Present.

LANGUAGES

- English (Native)
- Spanish (Beginner)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST