

Mei Hunt

Senior Program Manager, Utilities

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📍 Bellevue, WA 98005

STRENGTHS

- 🏗️ **Program leadership**
Coordinated several utility workstreams at once, and teams gained clearer priorities during difficult delivery periods.
- 🗣️ **Public communication**
Turned technical constraints into plain language for residents and officials, building confidence during public reviews.
- 👥 **Staff development**
Coached project managers through design and construction issues; colleagues often sought guidance on difficult calls.
- ✅ **Regulatory judgment**
Connected Ecology and Health requirements with practical project decisions, keeping compliance work useful for delivery teams.
- 📍 **Asset planning**
Reconciled field information and GIS records for renewal choices; better records made operations conversations more productive.

SKILLS

Municipal Utilities Water Systems

Sewer Systems Surface Water

Capital Improvement Programs

Civil Engineering

Construction Management

Floodplain Management

Habitat Restoration

Contract Administration Budgeting

Cost Estimating

Asset Management

GIS Utility Mapping

Stakeholder Presentations

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

Northwest Civic Engineering Partners 📅 January 2022 - Present 📍 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

Cascade Water Infrastructure Group 📅 July 2019 - December 2021 📍 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

Soundview Municipal Engineering 📅 June 2016 - June 2019 📍 Everett, WA

LANGUAGES

English	Native
Spanish	Beginner

MY CAREER



- Senior Utilities Program Manager at Northwest Civic Engineering Partners (4.8 Years)
- Utilities Engineering Manager at Cascade Water Infrastructure Group (2.4 Years)
- Senior Civil Engineer at Soundview Municipal Engineering (3 Years)
- Civil Engineer at Rainier Civil Works (2.9 Years)

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

Rainier Civil Works 📅 June 2013 - May 2016 📍 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

Washington State University 🎓 GPA: 0 📅 2013 📍 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

PROFESSIONAL AFFILIATIONS

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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST