

VALLEY CENTER MUNICIPAL WATER DISTRICT

PROJECT MANAGER

DEFINITION

Under general direction of the District Engineer, Incumbent plans, coordinates, oversees, and provides professional level project management in various engineering processes and projects for a variety of capital improvement and developer funded projects for the District.

CLASS CHARACTERISTICS

Incumbents are responsible for providing professional level project management for a variety of capital improvement and developer funded projects to include: oversight of consultants involved in design, engineering service and construction projects; project planning, research and analysis activities related to water, sewer, and water reclamation projects; oversight of subordinates, consultants, and contractors performing these functions.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Plans, organizes, supervises, trains, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation; takes disciplinary action to address performance deficiencies in accordance with the District's rules, policies, and administrative code provisions.

Prepares technical and complex engineering and financial reports for project authorization and approvals, design and construction changes, project funding and construction change orders; prepares related project schedules and construction sequences and phasing plans.

Administers professional consulting contracts related to engineering, soils, surveying, environmental engineering, and construction contractors, including: preparing RFPs; negotiating contracts; reviewing and monitoring consultant work, budgets and schedules; negotiating and processing contract change orders; and recommending District approval of final work products.

Reviews improvement plans and specifications prepared by consultants and private engineers for compliance with District standards.

Coordinates District projects with other agencies, including design, scope of work, schedules, budgets, permits, inspections, and cost sharing agreements.

Designs CIP projects, including the preparation of plans and specifications and/or oversees the design of CIP projects by consulting engineers.

Manages the construction of CIP and private development projects; conducts pre-construction meetings; approves construction and design changes; negotiates and approves construction change orders, processes payments; and provides direction to construction inspectors.

Prepares preliminary design reports for review and approval of District staff for project authorization, including facility research, project scope, preliminary cost estimates and scheduling, right-of-way research, and/or other related engineering issues.

Prepares and administers permits from various agencies for the design, construction, and operation of District facilities.

Determines right-of-way needs on CIP and private development projects; ensures acquisition of real property or easements including the preparation of legal documents, negotiating with property owners and recording documents.

Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: Supervisory principles and practices; civil engineering principles, practices and techniques with particular emphasis on the planning, design, construction and operation of water supply and wastewater reclamation systems and facilities; principles and practices of project management; principles and practices of contract development, negotiation and administration; federal, state and local laws and regulations pertaining to domestic water supplies and wastewater reclamation; administrative principles and methods, including goal setting, program and budget development and implementation; and, employee relations.

Ability to: Plan, organize, administer and coordinate a variety of complex engineering programs and services; plan, organize, assign, direct, review and evaluate the work of assigned staff; select, motivate and evaluate staff and provide for their training and professional development; develop and implement goals, objectives, policies, procedures, work standards and internal controls; analyze complex technical and administrative engineering problems, evaluate alternative solutions and adopt effective courses of action; direct, review and evaluate the work of consultants and contractors; prepare clear and concise reports, correspondence and other written materials; exercise sound independent judgment within general policy guidelines; communicate clearly and concisely, both orally and in writing, and be understood while using the District's radio communication system; use a computer and related software applications; and, establish and maintain effective working relationships with other employees and those contacted in the course of the work.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in Civil Engineering, Construction Management, or a related field.

Experience: A minimum of four years of professional engineering or project management experience in design, construction and maintenance of water, wastewater, water reclamation or public works projects; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

License and Certifications:

Required - California Class C Driver's License

Desired - California Professional Engineer, or Construction Management Association of America (CMAA) - Certified Construction Manager (CCM), or Project Management Institute (PMI) - Project Management Professional.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, incumbents are occasionally required to stand, sit, talk, hear, and walk; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment. Incumbents are occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell. Incumbents must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: While performing the duties of this job, work is performed mostly in an office setting. Some outdoor work is required in the inspection of various developments, construction sites, or facilities. While performing the duties of this job, incumbents occasionally work in outside weather conditions. Incumbents occasionally work near moving mechanical parts, heavy construction equipment and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and vibration. The noise level is usually quiet to moderate.

POSITION DESCRIPTION APPROVED:



General Manager



Date