

# CALLEGUAS MUNICIPAL WATER DISTRICT

## JOB DESCRIPTION

**Job Title: ASSISTANT PROJECT MANAGER**

**Division: Engineering**

**FLSA Status: Non Exempt**

**Reports to: Manager of Engineering**

**Position Type: Full Time**

**Revision Date: February 2006**

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### POSITION SUMMARY

Assistant Project Manager: This is an entry level position which allows the employee to begin to develop the knowledge and skills to perform the duties of a Project Manager. Assistant Project Managers are typically assigned the least complex projects and tasks. The work is done with a high level of involvement and direction from the Manager of Engineering.

Under supervision and direction of the Manager of Engineering, the Assistant Project Manager has responsibility for planning, design, and construction of civil capital construction projects including large diameter pipelines, pump stations, reservoirs and other water system facilities and infrastructure. Manages the work of design consultants, right of way agents, surveyors, other consultants, and contractors. Interfaces and negotiates with professional, technical, permitting, and managerial personnel of other organizations and agencies to plan new facilities and improvements to existing facilities; protect existing facilities; develop plans and specifications; obtain permits; comply with environmental and safety regulations; acquire property; construct new facilities and improvements to existing facilities; resolve construction claims and other construction-related issues; solve problems; and negotiate agreements.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Manage the analysis of existing facilities and systems, including hydraulic modeling and interpretation of hydraulic modeling results and analyses.
- Manage design of civil construction projects, including management of design consultants, review and quality control of plans and specifications, coordination with operations and maintenance staff, and coordination with permitting agencies.
- Manage right-of-way agents and surveyors to prepare easement documents and acquire property required for capital projects.

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- Manage the preparation of documents to comply with CEQA requirements, and coordinate and ensure that measures identified through the CEQA process are adequately incorporated into plans, specifications, and permits.
- Occasionally develop design sketches, details, plans, and specifications.
- Manage construction of civil construction projects, including coordination and negotiation with contractors.
- Coordinate development of technical requirements for non-District projects that have been determined to have potential impact upon District easements, facilities, and systems.
- Understand and interpret engineering reports, plans and specifications.
- Effectively review plans and specifications, blueprints and diagrams to verify completeness, accuracy and constructability.
- Make sound decisions regarding design, construction, cost analyses, management and coordination of significant sized water projects.
- Detect flaws in design, construction methods and materials to ensure compliance with contract plans and specifications, permits, codes, regulations, and laws.
- Maintain detailed records related to capital projects.
- Provide for inspection of construction projects to ensure compliance with contract plans and specifications, permits, codes, regulations and laws. Coordinate the efforts of inspectors and administrative staff on individual projects.
- Coordinate materials testing, and review reports for conformance with specifications. Conducts field tests of construction materials to insure proper quality.
- Simultaneously handle multiple projects under pressure of deadlines.
- Issue notices of non-compliance, responses to requests for information/clarification, field orders, work change directives, change orders, and other construction-related correspondence as required.
- Command respect of associates through knowledge of work, personal and professional conduct, good judgment, sound decisions, integrity, and exemplary performance.
- Interact tactfully and effectively with staff, contractors, developers, engineers, regulatory authorities, permitting agencies, the public, other government agencies, professional engineering consultants, other consultants, and representatives of other utilities.
- Communicate effectively orally and in writing, and develop and maintain documentation, records and reports.
- Be called upon to respond to emergency call-out.
- Perform other duties as directed.

## **JOB REQUIREMENTS**

The Assistant Project Manager is expected to have the ability to learn a wide range of skills, talents and knowledge necessary to manage District construction and engineering projects effectively. The position requires strong analytical ability and engineering skills, organizational skills, excellent interpersonal skills with strong oral and written communication skills, and the ability to perform research and make sound recommendations. To perform this job successfully, an individual must be able to learn to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the

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time of hire. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Assistant Project Manager:

- A Bachelor's Degree in Civil or Mechanical Engineering or closely related field.

Knowledge of

- Civil, structural, hydraulic, electrical, and mechanical equipment and systems.
- Mathematics and physics as applied to engineering, topography, construction, and design of structures, hydrology, drainage, and water distribution systems.
- Software programs for word processing, spreadsheet, time management, digital photography, and presentation (such as Power Point).

Skills

- Ability to read and interpret documents including engineering studies and reports; construction specifications; operating, maintenance, and procedure manuals; and engineering drawings.
- Ability to write routine reports, internal memoranda, letters, agreements, and responses to contractor claims.
- Ability to communicate effectively, orally and in writing, with employees, consultants, engineers, other agencies, and contractors.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to solve day-to-day problems and to properly respond to stressful situations. Ability to plan, organize, and schedule workload to maintain efficiency in assigned duties.
- Ability to make presentations to groups.
- Ability to negotiate with consultants and contractors.
- Proficient in word processing, spreadsheet, time management, digital photography, and presentation computer applications.

**SUPERVISORY RESPONSIBILITIES**

This position does not include direct supervisory responsibilities, although the Assistant Project Manager must manage the efforts of inspectors and administrative staff on individual projects.

**EQUIPMENT TO BE USED**

Must be able to operate District light duty trucks, a wide range of hand and small power tools and other equipment common to a water system. Ability to use radio and telephones to communicate. Must be able to operate computer and standard office machines such as fax, calculator, telephone, copiers etc.

## **PHYSICAL AND MENTAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee 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:

- Requires sitting, standing, bending, walking on uneven terrain in an outdoor environment, and walking and crawling through pipelines while inspecting construction projects.
- Requires manual dexterity and use of hands and fingers to handle or feel; reach with hands and arms; and to talk and hear.
- The employee frequently is required to climb or balance.
- The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee is regularly required to wear employer-provided personal protective equipment. Must be capable of wearing respiratory equipment to include half, full face, and supplied air systems.

### Mental:

- Required to use written and oral communication skills; read and interpret complex data, information and documents;
- Required to analyze and solve problems;
- Required to observe and interpret people and situations;
- Required to use math and mathematical reasoning; learn and apply new information or skills;
- Required to perform detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines;
- Required to interact with contractors, District executives and managers, other governmental officials, employees and the public.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Normally required to work outdoors with exposure to construction and industrial environments, including water treatment plant, well fields, pipelines, support structures, construction sites and open space environments. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts.

The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is occasionally loud. Employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

### **SPECIAL REQUIREMENTS**

- Possession of a California Operators license and proof of a good driving record. A good driving record is defined as a driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.
- The applicant will agree to authorize background reference checking with past employers and personal references.
- The applicant or incumbent will agree to submit to and must pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District.