

# **CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION**

**Job Title: SENIOR PROJECT MANAGER**

**Department: Engineering**

**FLSA Status: Non Exempt**

**Reports to: Manager of Engineering**

**Position Type: Full Time**

**Revision Date: May 2015**

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## **POSITION SUMMARY**

Under general supervision and direction of the Manager of Engineering, the Senior Project Manager has full responsibility for planning, design, and construction of 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 identify necessary or potential projects; 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.

The position is differentiated from the Project Manager position by supervisory responsibilities and/or by an individual demonstrating an unusually high level of productivity, leadership, and technical ability.

## **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.

- Understand and apply supervisory principles and practices to effectively manage Construction Inspector staff.
- Manage the analysis of existing facilities and systems, including hydraulic modeling and interpretation of hydraulic modeling results and analyses.
- Identify necessary improvements to existing facilities and systems and identify new facilities required to solve deficiencies in existing systems or improve the ability of the District to deliver water to existing or future customers, and select and manage the efforts of consultants to identify and plan for improvements and new facilities.

- Manage design of 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.
- 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.
- Coordinate development of technical requirements for non-District projects that have been determined to have potential impact upon District easements, facilities, and systems.
- Manage construction of construction projects, including coordination and negotiation with contractors.
- Understand and interpret engineering reports, plans, and specifications associated with construction projects.
- 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. Simultaneously handle multiple projects with varying degrees of complexity 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 work overtime as required and respond to emergency call-out.
- Perform other duties as directed.

## **JOB REQUIREMENTS**

The Senior Project Manager is expected to possess 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, project management abilities, excellent interpersonal skills with strong oral and written communication skills, and the ability to perform research and make value-added conclusions. 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.

### Education and Experience

- A Bachelor's Degree in Civil, Mechanical, or Electrical Engineering or closely related field.
- Possession of 10 years of progressively responsible professional engineering experience in design and construction of infrastructure or instrumentation and control projects, must include 5 years experience in large construction project management and 2 years of demonstrated management experience.
- Possession of a valid and current certificate of registration as a Professional Civil, Mechanical, or Electrical Engineer issued by the State of California.
- Familiarity with permitting and regulations associated with public works construction projects.
- A combination of formal education and practical experience in an equivalent position is qualifying.

### Knowledge of

- Contract administration and construction management of public works projects.
- Water distribution system construction, including, but not limited to, latest construction principles, practices, techniques, materials, codes, policies, procedures, and laws.
- Civil, structural, hydraulic, electrical, and mechanical equipment and systems.
- Installation, modification, maintenance, repair and operation of large water distribution systems and components.
- Methods, materials, tools, and equipment used in the construction of water development and distribution and other hydraulic projects and facilities.
- Mathematics and physics as applied to engineering, topography, construction, and design of structures, hydrology, drainage, and irrigation systems.
- Public works construction inspection and contract administration.
- Permitting and environmental aspects of public works projects.
- Software programs for word processing, spreadsheet, time management, digital photography, and presentation (such as Power Point).

### Skills

- Ability to effectively supervise employees.
- 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 train others.
- Ability to negotiate with consultants and contractors.
- Proficient in word processing, spreadsheet, time management, digital photography, and presentation computer applications.

### **SUPERVISORY RESPONSIBILITIES**

Supervises Construction Inspectors by carrying out supervisory responsibilities in accordance with the District policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; annual performance reviews; rewarding and disciplining employees; and addressing complaints and resolving problems. Prepares schedules, verifies time sheets, and approves overtime when necessary. When the Manager of Engineering is on leave, the Senior Project Manager may supervise the Engineering Division.

### **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 calculator, telephone, and copiers.

### **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 smell.
- The employee must regularly lift and/or move up to 10 pounds and 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 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 highly 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.