

ENCINA WASTEWATER AUTHORITY

DATE: June 2022
CLASSIFICATION: Manager
POSITION TITLE: Senior Construction Manager
DEPARTMENT: Engineering Department
SECTION: Engineering Department
REPORTS TO: Director of Engineering
FLSA STATUS: Exempt

POSITION SUMMARY:

The Senior Construction Manager performs a variety of complex and specialized activities associated with the execution of the Authority's CIP. In this position, the Senior Construction Manager performs highly responsible, sensitive and complex technical and management tasks, serves as a construction coordinator for complex projects; conducts technical analysis, research, and construction management for a variety of capital improvements, major maintenance, and /or other projects. The position plans, organizes, supervises, and ensures work quality and adherence to required standards by the Authorities engineering consultants and contractors. The position exercises significant authority and independence in implementing a broad range of services and programs in coordination with other Authority directors and managers and provides technical and professional support to the EWA Board of Directors and its subcommittees.

SUPERVISORY DIMENSIONS: Supervises various assigned EWA staff and manages consultants and contractors providing related services to the Authority.

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Practices and Promotes the Authority's Mission, Vision and Values.
- Exhibits all leadership traits and ethical behaviors required of California local government executives.
- Plans, organizes, controls, and evaluates the construction management team and consultants chartered with the responsibility to manage the construction and post construction phase of projects.

- Coordinates with management and staff to develop, implement, and monitor construction phase of projects to achieve the Authority's strategic initiatives, and goals; achieves key performance indicators; manages a construction management team of consultants to identify critical path events and success factors and achieve a successful resolution.
- Monitors project performance against the project plan, schedule, and budget; manages project standards, work processes, systems and procedures to achieve goals and objectives.
- Manages the construction phase of assigned projects using extension of staff engineers, consultants and construction contractors; establishes the scope, administers and manages agreements for geotechnical services, construction management, inspection and other specialty services; collaborates with key project team members and other departmental personnel in a participative manner.
- Reviews drawings and specifications for compliance with Authority standards; interprets specifications and Authority policies; ensures compliance with regulatory requirements.
- Prepares project reports; coordinates and responds to requests for information from consultants and contractors; initiates, prepares, reviews, and/or negotiates change orders and obtains Board of Directors approval for contract changes.
- Represents the Authority with consultants and contractors; prepares and finalizes correspondence on technical and construction management issues.
- Coordinates construction activities with Authority departments, member agencies and other entities; proposes revisions to design and construction standards, and to Authority processes to improve methods, procedures and practices; interprets applicable laws, regulations, policies and design standards; reviews storm water pollution prevention and work plans relative to applicable laws, permits and standard practices; conducts constructability reviews.
- Assists in the preparation and review of the annual CIP budget; authorizes the purchase of materials and monitors work activities and expenditures to control costs, quality, and adherence to policies and conformance to the budget.
- Tracks, evaluates, prepares, and delivers reports and presentations on CIP project progress and issues to the Authority management and Board of Directors.
- Acts as technical point of contact on CIP issues providing information and assistance to the Authority Board of Directors and its subcommittees, General Manager, Assistant General Manager, Directors, and other interested parties as appropriate.
- Coordinates with other Authority departments during ~~design and~~ construction activities and assists in planning, organizing, and directing the Authority's CIP and related administrative activities.
- ~~Serves as Project Manager for the design development and construction of major Authority projects. Defines scope of work; reviews proposals; conducts preconstruction meetings; meets with engineers, contractors, and suppliers.~~

- ~~Works with other agencies and other Authority departments to resolve problems relevant to assigned design development projects; reviews and approves progress payments to engineering firms and contractors.~~
- ~~Provides direction in the preparation of studies and reports on rehabilitation of existing facilities and on future projects.~~
- ~~Monitors, reviews and interprets the effects of new and changing federal, state and local engineering/construction regulations on the Authority's capital and rehabilitation projects.~~
- ~~Ensures engineering contractors review engineering requirements for the Authority's CIP.~~
- Develops, implements, and monitors tactical plan objectives that support the organization's Strategic Plan and Mission.
- ~~Manages CIP contracts projects; prepares budget requests and administers approved budget.~~
- Provides day-to-day leadership to ensure a high performance, customer service-oriented work environment that supports the Authority's mission, vision, and values.
- ~~Acts as lead staff for the development, update, and revision of long range planning studies, feasibility studies, master plans and other technical studies related to capital improvements.~~
- ~~Performs project and policy analysis, which includes: conducting research; identifying and raising pertinent issues; summarizing findings; presenting results; reviewing, writing, and analyzing policies and procedures; administering assigned programs, agreements, and/or projects.~~
- ~~Prepare correspondence related to engineering and technical functions.~~
- Prepares contracts and related documents in support of the CIP including scopes of work, coordinates the solicitation for bids (~~RFB~~) and proposals (~~RFP~~); evaluates bids and proposals; ~~chairs-participates in~~ selection panels, negotiates contracts; ensures compliance with applicable Authority policies and procedures, and monitors contract performance. ~~Prepares and reviews requisitions for completeness, accuracy, approvals, adherence to policies and conformance to the budget.~~
- ~~Performs life cycle, value, price and cost analyses for the purpose of reviewing the appropriateness of Capital Program investments. Promotes cost effective purchases through volume discounts, economies of scale, standardized specifications, and cooperative purchasing. Utilizes information in the CMMS and automated financial and purchasing system for the purpose of maintaining updated records; tracking status of purchases and inventories; performing financial, trend, and inventory analysis; and responding to inquiries.~~
- Acts as technical point of contact on CIP capital improvement issues providing information and assistance to the Authority Board of Directors and its subcommittees, General Manager, Assistant General Manager, Directors, and other interested parties as appropriate.
- ~~Performs administrative tasks for the organization as needed.~~
- ~~Makes presentations regarding technical/engineering issues to the Board of Directors.~~

- ~~Makes recommendations to GM and Executive Team on complex contract management.~~
- ~~Prepares Board and Committee documents as necessary.~~
- ~~Negotiate complex agreements. Prepare, review, and interpret agreements and contracts and prepare for signature.~~
- Performs administrative tasks for the organization as needed.
- Other duties as assigned.

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Specific Types of Knowledge, Skills and Physical Abilities Required For These Duties:

- Knowledge of applicable federal, state and local laws and regulations including regulatory requirements as they pertain to the water and wastewater industry. A working knowledge of the water situation in California; the problems and potential solutions.
- Knowledge of advanced principals, practices, and methods of construction management.
- Knowledge of project management techniques, appropriate safety precautions and procedures, effective leadership methods, principles of supervision and training, modern office procedures, methods and equipment including word processing, spreadsheets and database software programs.
- Knowledge of principles and practices of budgeting and maintenance of public records; effective management and supervision concepts and techniques; and demonstrated experience using such knowledge.
- ~~Ability to analyze and make sound recommendations on construction safety, regulatory, water quality, and management issues.~~
- ~~_____~~
- Ability to prepare clear, concise, and comprehensive correspondence, reports, studies and other written materials and exercise sound, expert, independent judgment within general policy guidelines.
- Ability to establish and maintain effective working relationships with ~~local public consultants, agencies,~~ contractors, suppliers and construction personnel as well as with Authority managers, member agency managers, board members, employees, and the public.
- Ability to supervise, train and evaluate professional and technical staff.

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Qualification Guidelines:

The qualification guidelines generally describe the knowledge and ability required to enter the job to successfully perform the assigned duties. Any combination of experience and training that would provide the required knowledge, skills and abilities can be substituted.

Possession of a bachelor's degree in construction management, civil engineering or related field supplemented by eight years of professional construction management experience, including experience in public utility. A professional certification in construction project management is preferred but not required. Experience elements should include planning, construction, and project management experience with two years working in a management level position within the wastewater environment.

LICENSE REQUIREMENT: Possession of a valid California Class C Driver's License, and ability to be insured under the Authority's automobile insurance coverage.

Note: Failure to maintain a valid California Driver's License constitutes a possible cause for termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, an employee is regularly required to sit, stand and walk; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment.

Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Mental Demands

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

WORK ENVIRONMENT: The employee works under typical office conditions as well as construction or work sites in the course of inspecting and monitoring work or supervising work crews. The noise level in the office environment is usually quiet; work sites may be dirty, loud, and odorous.

QUALIFICATIONS: Ability to pass Authority pre-employment physical examination; possession of a good driving record and the ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

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The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, or physical disability.

The list of essential job duties contained in this job description is not exhaustive and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

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Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and a drug screen.