

## ENCINA WASTEWATER AUTHORITY

**DATE:** March 2013 (revised)  
**CLASSIFICATION:** Manager  
**POSITION TITLE:** Project Manager  
**DEPARTMENT:** Office of the General Manager  
**SECTION:** Office of the General Manager  
**REPORTS TO:** Director of Engineering  
**FLSA STATUS:** Exempt

**POSITION SUMMARY:** Under the general direction of the Assistant General Manager, customarily and regularly exercises discretion, independent judgment, and decision making. This position performs highly responsible, sensitive and complex technical and administrative tasks, to include planning, organizing, and directing those activities relating to capital improvement projects associated with the Authority. Specific duties, project management, plan and specification review, and contract administration for the Authority's Capital Improvement Program (CIP). Ensures work quality and adherence to required standards and responds to questions and inquiries from the general public, developers, contractors, engineering professionals and Member Agency staff primarily regarding CIP projects.

**SUPERVISORY DIMENSIONS:** Supervises various assigned EWA staff and manages consultants 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.

- Promotes the Authority's Mission, Vision and Values.
- Exhibits all leadership traits and ethical behaviors required of California local government executives.
- Assists in planning, organizing, and directing the Authority's CIP and related administrative activities.
- Serves as Project Manager for the design development of major Authority projects. Defines scope of work; reviews proposals; conducts preconstruction meetings; meets with engineers, 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.
- Administers 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.
- Participates in the Authority's Biosolids Environmental Management System.
- 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 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 purchases. Promotes cost effective purchases through volume discounts, economies of scale, standardized specifications, and cooperative purchasing. Enters and retrieves 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 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.
- Other duties as assigned.

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 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 agencies, contractors, and construction personnel as well as with Authority managers, member agency managers, board members, employees, and the public.
- Knowledge of the Authority's Biosolids Environmental Management System.
- Ability to supervise, train and evaluate professional and technical staff.

**Education and Experience Guidelines:** Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Possession of a Bachelor's Degree in the natural or environmental sciences, public or business administration, engineering, or a related field from an accredited four-year college or university; or,

Four years experience as a Professional that includes 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.

**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.**

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

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