

Sacramento Suburban Water District Classification Specification

Job Class: Capital Improvement Program (CIP) Manager

FLSA Status: Exempt

Supervisor: Assistant General Manager

Effective Date: August 2009

Definition/ Distinguishing Characteristics

This position is part of the management team of the District and reports to the Assistant General Manager. Under general/administrative direction, the Capital Improvement Program (CIP) Manager coordinates and manages implementation of the District's CIP, which includes projects involving supply, transmission, storage and distribution components of the water system.

Examples of Duties

The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Manage and coordinate implementation of the District's CIP.
- Supervise, plan, organize, coordinate, direct, monitor and evaluate the work of professional and technical engineering staff, other department staff and consultants.
- Provide general guidance on the development of bids, contracts, and other matters related to the District's CIP; oversee bidding process and make recommendations to General Manager on award of contracts and the approval of plans and specifications developed by consultants.
- Prepare and administer the District's CIP budget for major construction projects and facility development; review budget expenditure requests and recommend expenditure levels.
- Represent the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, and technical groups.
- Coordinate the development and implementation of goals, objectives, policies, regulations, procedures and work standards for the CIP department, including engineering and GIS/CAD staff.
- Participate in the development of master plans and CIP plans.
- Respond to CIP emergency situations, difficult customer inquiries and complaints.
- Prepare/review designs, reports, plans, specifications and technical standards for CIP projects.

- Coordinate activities during construction of major CIP projects, including conducting inspections, reviewing inspection reports and change orders, participating in final walk-through, reviewing punch lists prepared by inspectors, overseeing final acceptance and turnover of facility to the District, and insuring as-built drawing preparation.
- Coordinate land and right-of-way/easement acquisition for CIP projects.

Mental and Physical Requirements

The conditions herein 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 job functions.

- Travels occasionally by airplane and frequently by automobile in conducting District business.
- Communicates frequently with District management staff, co-workers and the public in one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, copiers and fax machines.
- Occasionally walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Qualifications

Knowledge of:

- Rules, regulations and codes applicable to District planning, design and construction functions.
- District policies, rules, regulations and procedures.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision, training and management.
- A thorough knowledge of urban water agency statutes, codes, and regulations with an emphasis on water quality issues.
- Materials, tools, equipment, methods, and techniques used in the planning, design and construction of water development, distribution and hydraulic projects and facilities.
- Computers and software programs involving designs, calculations, technical drawings and hydraulics.
- Current practices and sources of information relative to water industry engineering, research projects, operations and maintenance.
- Principles and practices of modern methods of management, organization and personnel administration.
- Fundamentals of water system hydraulics, electrical theory and electronics.
- Contract development, administration and construction management of public works projects.
- Permitting and environmental aspects of public works projects.

Ability To:

- Plan, organize and direct the work of staff and consultants to achieve efficient operations and meet District and CIP goals.
- Read, understand and interpret documents, including engineering studies and reports, construction specifications, operating and maintenance procedure manuals, and engineering drawings associated with civil construction projects.
- Effectively review plans and specifications, blueprints and diagrams to verify completeness, accuracy and constructability.
- Effectively represent District CIP projects in meetings, presentations and discussions with the public, contractors and other organizations.
- Make sound decisions regarding design, construction, cost analyses, management and coordination of significant sized water projects; handle negotiations with consultants and contractors.
- Detect flaws in design, construction methods and materials to insure compliance with contract plans and specifications, permits, codes, regulations and laws.
- Develop recommendations and implications of different alternatives to resolving problems; interpret laws, legislative ordinances, administrative policies and procedures.
- Prepare concise and comprehensive reports, internal memoranda, letters, agreements and responses to contractor claims, and maintain detailed records related to capital projects.
- Use computer systems and software packages related to hydraulic analysis, design, computer-aided drafting (CAD), construction analysis and specifications.
- Effectively supervise and train staff in areas related to capital projects.
- Establish and maintain effective and cooperative working relationships with coworkers, other water agencies, local community groups, and public officials.
- Operate a computer for word processing, database, spreadsheet and presentation applications and department specific software.
- Communicate effectively both orally and in writing.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- A Bachelor's Degree in Civil Engineering from an accredited college or university.
- A valid and current Certificate of Registration as a Civil Engineer issued by the State of California.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Desirable:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Broad and extensive work experience in an engineering or related management position which included responsibility for the formulation and implementation of programs, budgets and administrative operations.
- Ten (10) or more years of progressively responsible technical, supervisory and administrative responsibilities in the design, construction, operation and maintenance of a modern urban water system.
- Seven (7) or more years of experience in a management and/or supervisory position.