

Sacramento Suburban Water District Classification Specification

Job Class: Project Manager/Senior Project Manager

FLSA Status: Exempt

Supervisor: Engineering Manager

Effective Date: August 2017

Definition/ Distinguishing Characteristics

Under general/administrative direction, this management level position plans, organizes, manages and directs all activities associated with the District's Capital Improvement Program (CIP), including all project and construction management duties during development and construction, and supervision of assigned staff. Project Manager is the entry level management position; individuals may advance to the Senior Project Manager level after successfully completing an introductory period and gaining two additional years of experience and supervision with the District.

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.

- Plans, organizes, manages and coordinates implementation of all District CIP projects and related activities; oversees and participates in project and construction management duties during CIP development and construction phases.
- Provides general guidance on the development of bids, contracts and other matters related to the District's CIP projects; oversees bidding processes and makes recommendations to the Engineering Director on the award of contracts.
- Reviews project reports, plans, specifications and technical standards; analyzes special conditions/circumstances as they arise.
- Supervises, directs, monitors and evaluates the work of assigned staff, CIP consultants and CIP contractors.
- Prepares and administers the District CIP budget for major construction projects and facility development; reviews CIP budget expenditure requests and recommends expenditure levels.
- Represents the District's CIP projects in coordination with other utilities, regulatory and planning agencies, trade and professional associations, and technical groups.
- Participates in the development of CIP and master plans.
- Responds to emergency situations, difficult customer inquiries and complaints.
- Coordinates activities during construction, including scheduling inspections; reviewing inspection reports and as-built drawings, processing change orders, participating in final

walk-throughs, reviewing punch lists prepared by inspectors and contractors, and overseeing final acceptance and turnover of facility to the District.

- Coordinates land and right-of-way/easement acquisition.
- Researches and prepares technical and administrative reports; prepares written correspondence.

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.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint) and Crystal Reports.
- Current practices and sources of information relative to water industry CIP management and projects, operations and maintenance.
- Principles and practices of modern methods of management, organization and personnel administration.
- Contract development, administration and construction management of public works projects.
- Permitting and environmental aspects of public works projects.
- Principles and practices of contract and project management.

Ability To:

- Plan, organize and direct the work of staff and consultants to achieve efficient operations and meet District CIP goals.

- Read and understand documents, including engineering studies and reports, construction specifications, operating and maintenance procedure manuals, and engineering drawings associated with civil construction projects.
- Effectively represent District CIP projects in meetings, presentations and discussions with the public, contractors and other organizations.
- Make sound decisions regarding construction, cost analyses, management and coordination of CIP projects.
- Insure compliance with contracts, 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 CIP projects.
- Effectively supervise and train inspection staff in areas related to capital projects.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors, local community groups, public officials and the general public.
- 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:

- An Associate of Arts or Science Degree in Construction Management, Engineering, Science, Environmental Studies or closely related field from an accredited college or university.
- 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.
- State of California Water Distribution Operator Certificate Grade D3 and State of California Water Treatment Operator Certificate Grade T2.
- Project Manager Level: Eight (8) years of increasingly responsible technical and administrative experience in the operation and maintenance of a modern urban water system, including three (3) years in a management or supervisory capacity.
- Senior Project Manager Level: Ten (10) years of increasingly responsible technical and administrative experience in the operation and maintenance of a modern urban water system, including five (5) years in a management or supervisory capacity.

Incumbents must complete the designated number of contact hours (i.e., continuing education/training requirements) to maintain the required certifications as a condition of continued employment.

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:

- A Bachelor of Science Degree in Engineering, Physical or Earth Sciences, Environmental Studies or closely related field from an accredited college or university is highly desirable.
- Additional technical and administrative experience in the operation and maintenance of a modern urban water system is highly desirable.
- Additional experience in a management and/or supervisory position is highly desirable.
- State of California Water Distribution Operator Certificate Grade D4 is highly desirable.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.