



## ROWLAND WATER DISTRICT

3021 Fullerton Road, Rowland Heights, CA 91748

[www.rwd.org](http://www.rwd.org)

*"We are devoted to caring for our neighbors and our future."*

### EMPLOYMENT OPPORTUNITY

## Project Manager

**Deadline to file applications: September 16, 2022**

Please note that this recruitment may close at anytime without prior notice.

### SALARY AND BENEFITS

**SALARY RANGE: \$10,951 - \$13,311 per month**

- Health, Dental, and Vision Insurance plans paid 100% by the district for employee and dependent(s)
- CalPERS Retirement: Classic members, 2.5% at 55; PEPRA members 2% at 62
- 10 paid holidays per year, 10 paid vacation days per year initially, up to 20 per year, 12 paid sick leave days per year, 40 hours administrative leave
- Tuition Reimbursement up to \$7,500 per year, and not more than \$37,500 in total
- 9-80 Work Week (every other Friday off)
- Use of a District vehicle with De Minimis use privileges between home and work

### DEFINITION

Under general direction of the Director of Operations, manages and performs project design, project management, construction management of capital improvement projects for water, recycled water; leads project group; reviews and approves private development projects for conformance to District standards; performs inspections on construction projects; and does related work as required. Exercises no supervision of staff.

### POSITION CHARACTERISTICS

The ideal candidate for this position will have a comprehensive understanding of water system construction, including the ability to review and interpret complex water plans and engineered drawings, and be able to communicate clearly and effectively both in person and through electronic means. Candidate will have the ability to work closely with District staff, developers, and contractors using tact and judgment to conduct independent projects and programs.

### EXAMPLES OF DUTIES

- Performs as project manager on routine and complex projects, monitoring progress to assure completion on schedule.
- Inspects sites and reviews plans and specifications prior to the bidding or development process; attends bid openings for capital improvement construction projects.
- Investigates complaints; confers with surrounding property owners regarding project schedule, hazards, inconvenience, and code compliance.
- Reviews and checks private development project plans prepared by private engineers.

- Meets with the public, builders, developers, contractors, and engineers to review District projects, policies, and procedures.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- Prepares a variety of written reports and correspondence.
- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, technical groups, and developers.

### **EDUCATION AND EXPERIENCE**

- Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.
- Bachelor's Degree from an accredited college or university with major course work in civil engineering or a related field is highly desirable.
- Five (5) years' of increasingly responsible professional engineering experience preferably in water engineering, design, project management, and maintenance or operation of water distribution facilities and four (4) years project management experience.

### **CERTIFICATION**

State of California, Division of Drinking Water, Distribution Operator Grade III Certificate desired.

State of California, Division of Drinking Water, Treatment Operator Grade I Certificate desired

### **SPECIAL REQUIREMENTS**

- Possession of a valid California Driver's License (Class C) issued by the State Department of Motor Vehicles with satisfactory evidence of a good driving record. The driving record must be free of multiple or serious traffic violations which would adversely affect the district's automobile liability insurance rates.
- Required to pass a physical examination which includes an initial drug screening with subsequent random fit-to-work evaluations. The district will also conduct a comprehensive pre-employment background investigation.
- This position serves a mandatory six month at-will probationary period.

### **OVERTIME ASSIGNMENTS**

The purveyance of water is vital service to the community and as such always requires the availability of District personnel. Consequently, employees, including this position, will be required to respond to emergency calls, accept periodic overtime assignments, and perform all other duties deemed necessary by the district. Lacking a bona fide excuse satisfactory to supervision, a second failure to report when called, could result in termination.

### **APPLICATION PROCESS**

Visit [www.rwd.org](http://www.rwd.org) for a complete job description. Applications can be completed and submitted online along with a resume at [www.rwd.org/careers](http://www.rwd.org/careers).