



ROWLAND WATER DISTRICT

PROJECT MANAGER

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

This is a single-position classification that independently, performs a variety of complex inspections of District infrastructure developments to ensure safety and conformance with plans and specifications. Responsibilities include working closely with District operations staff, developers, and contractors to effect project modifications to meet field contingencies. The work requires public contact, the frequent use of tact and judgment, thorough knowledge of departmental operations, and the ability to conduct independent projects and programs.

EXAMPLE OF DUTIES

Duties may include, but are not limited to the following:

- Performs as project manager on routine and complex projects.
- 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.
- Administers and supervises complex capital improvement projects from planning and preliminary design through construction and acceptance of improvements by the district. Leads the project groups.
- Monitors progress on projects to assure completion on schedule.
- Reviews and checks private development project plans prepared by private engineers.
- Administers contractor contracts assuring conformance to District code policies.
- 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.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Prepares a variety of written reports and correspondence.
- Makes decisions regarding the distribution system's flow and pressure requirements to meet consumer demands including fire flow demands and minimum pressure requirements.
- Resolves distribution system installation conflicts with contractors.

EXAMPLE OF DUTIES (Cont.)

- Assists in the shut-down of the water system when new mains are tied-in to the distribution system.
- Oversees the installation, tapping, relining, disinfection, testing, and connection of water mains and appurtenances.
- Analyzes and prepares instructional and construction drawings from rough or detailed sketches, notes, or specifications.
- Reviews maps, plans, and specifications for compliance with District engineering and legal standards.
- Locates utilities and obstacles which may present construction problems.
- Reviews and makes recommendations on domestic water applications.
- Assists with the preparation of a variety of engineering reports.
- Interfaces with contractors and consultants regarding subdivision design.
- Consults with city and fire officials regarding engineering design.
- Prepares information, material, and maps for easements.
- Investigates, prepares drawings, and develops recommendations on utility clearances for proposed projects.
- Prepares estimates and informational data for engineering projects.
- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, technical groups, and developers.

TYPICAL PHYSICAL ACTIVITIES

- Must be able to carry, push, pull, reach, and lift objects and supplies weighing up to 40 lbs. Ability to carry, push, pull or lift heavier weight with the use of proper equipment.
- Position requires bending, stooping, kneeling, and climbing to inspect work sites.
- Work in confined spaces and ability to climb and descend with a ladder.
- Exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Sits for extended periods of time.
- Required frequent walking in operational areas to identify problems or hazards
- Talk and/or hear in person and by phone.
- Uses a two-way radio for communication.
- Uses hands repetitively to operate computers and other standard office equipment.
- Vision within normal ranges.
- Travel by automobile to conduct District business.

EMPLOYMENT STANDARDS

Knowledge of:

- Materials, methods, principles, and practices used in utilities construction, including encroachment, grading, landscaping, traffic control, water quality, and public safety, as well as private development construction projects.
- Mathematics as applied to engineering, topography, construction surveying, design of simple structures, hydrology, drainage, irrigation, and construction principles.
- Methods and procedures for describing real property.
- Contract development and administration.
- Maintenance principles, practices, tools, and materials for inspecting, maintaining, and repairing water systems
- Materials sampling, testing, and estimating procedures.
- Occupational hazards and standard safety practices necessary in construction inspection.
- Principles and procedures of record keeping.

Ability to:

- Operation and use of computer programs within Microsoft Office 365, including MS Word, Excel, Outlook, and PowerPoint.
- Communicates orally with Board of Directors, District management, co-workers, developers, contractors, and the public in face-to-face, one-on-one, and group settings.
- Prepare clear, concise, accurate and comprehensive correspondence, reports, and other written materials using correct English, including spelling, grammar, and punctuation.
- Establish and maintain effective working relationships with District management, employees, customers, and others encountered in the course of work.
- Exercise leadership and authority tactfully and effectively.
- Exercise sound and independent judgement within general policy guidelines.
- Gather and analyze data for special reports and studies.
- Use tact, discretion, and diplomacy in dealing with sensitive situations.
- Inspect water connections; perform construction inspection work.
- Assist the public relative to engineering requirements for development.
- Interpret, apply, and explain laws, regulations, codes, and policies governing infrastructure, capital improvement, and private development construction.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, maps, and blueprints for conformance with District standards and policies.
- Operate and maintain existing GIS (Geographic Information System).
- Review and authorize change orders within specific procedural guidelines.
- Maintain accurate records and files of work performed.
- Respond to complaints or inquiries from the public, staff, and outside organizations.
- Make accurate mathematic computations.
- Organize work, setting priorities and meet multiple deadlines.
- Assist with the review of a variety of engineering studies and reports.

- Effectively represent the district's engineering functions with the public, other government agencies, contractors, and developers.
- Drive a vehicle safely.

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.
- Ability to pass a pre-employment background check, physical and drug screening.
- This position serves a mandatory six month at-will probationary period.

OVERTIME ASSIGNMENTS

The purveyance of water is a 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 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.

Fair Labor Standards Act

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, "exempt" position.

Equal Opportunity Employer

Rowland Water District is an equal opportunity employer and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

Americans With Disabilities Act

The District will make such reasonable accommodation to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans With Disabilities Act of 1990.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date