

WATER/WASTEWATER PROJECT MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, manages capital improvement projects for the Water Utilities Department; manages design and construction of water and wastewater capital improvement projects; prepares and solicits requests for proposals; supervises subordinate staff, outside consultants and their employees during the course of major water and wastewater construction projects; and performs related duties as assigned.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Prepares, solicits, assembles and evaluates requests for proposals for major water and wastewater capital improvement projects; prepares reports, correspondence, plans, diagrams, profiles, cross-sections, and cost estimates for major projects; coordinates activities with regulatory branches of state and federal government; provides information and assistance to the public regarding water and wastewater issues that affect the community; prepares budget for major projects; administers construction contracts; ensures proper inspection of water and wastewater construction projects; obtains necessary data to make accurate and complete compilation of critical design information; develops methods needed for analysis and applications of standard designs and similar construction techniques; coordinates and oversees acquisition of water systems, water reservoirs, storm drains, and sanitary sewer systems including preparation of construction plans and specifications; may lead the work of other water and wastewater staff, developers, and engineering consultants.

MINIMUM QUALIFICATIONS

Knowledge of:

- The application of construction technology principles to the design and construction of water and wastewater systems, and similar public improvements and appurtenances.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office procedures, methods and equipment including computers and applicable software applications.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Contract administration.
- Environmental regulations.

Ability to:

- Perform complex mathematical calculations.
- Supervise major construction projects.
- Review and direct the work of consultants.

- Prepare plans, specifications, and technical reports.
- Maintain and update accurate records and files.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise written reports.
- Work independently and efficiently to carry out assignments.
- Plan, assign, lead and review the work of subordinate staff.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Four years of increasingly responsible construction management technology, design and construction of water and/or wastewater facilities, or construction contractor experience.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in construction management technology, water and/or wastewater engineering, or a related field.

License or Certificate:

- Possession of an appropriate, valid California driver's license.
- Possession of a Water Distribution Certificate (any level) is highly desirable.

WORKING CONDITIONS

Environmental Conditions: Office and field environment; travel from site to site; extensive public contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings.