

## **JURUPA COMMUNITY SERVICES DISTRICT SENIOR 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 general direction, and in concert with the District's consulting engineer, develops, prioritizes, organizes and implements complex operational, long-range capital project activities of the District which include the construction of the District's water production and distribution systems, water treatment plants, wastewater collection system and sewer treatment plants; assists with the analysis, reviews, and implementation of programs, rules and policies affecting the overall functions of the District; supervises assigned staff; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is a single position class and the incumbent reports directly to the General Manager and is responsible for the overall administration and management of the District's Engineering/Project activities. The incumbent is expected to demonstrate a high level of knowledge of engineering principles and hydraulics, have excellent computer skills, excellent written and verbal communication skills and initiative in establishing and maintaining efficient and effective departmental operations consistent with Board policies and administrative guidelines established by the General Manager. The incumbent must also function as a member of the District's management team and participate actively in addressing issues of concern to the District, which at times may not have a direct impact on the incumbent's area of specialization.

### **ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Participates in the development and implementation of goals, objectives, policies, and procedures of the District; supervises and participates in the preparation and implementation of the District's water and sewer capital facilities budget. (All)

Directs and participates in the development and implementation of goals, objectives, policies, and procedures of the Engineering/Project Department. (All)

Prepares requests for proposals for all work associated with capital projects; prepares schedules for all capital projects; ensures capital projects are kept on schedule; prepares cost estimates for all capital projects; monitors all capital project expenditures; and where necessary, or directed by the General Manager, engages the assistance of the District's consulting engineer for these activities. (a b d g h j k l n o p q)

Conducts bid openings, pre-job conferences and project management; coordinates field activities of consulting engineers, construction inspectors, contractors, developers and coordinates this work with District field management staff; works with consulting engineers in establishing construction standards; processes in-house water and sewer availability letters. (a b c d f g h i j k l m n q)

Participates in meetings with, and provides information to, developers/owners on District's rules, policies and standards concerning planning and construction of water and sewer facilities. Conducts water and sewer plan checks on all new industrial, commercial and residential development within the District's service area. (a b c d e g l j k l m n r)

Plans, organizes, and performs long-range planning and review of District water distribution, production and treatment facilities and wastewater collection/treatment facilities, and where necessary, or directed by the General Manager, engages the assistance of the District's consulting engineer for these activities. (a b d e g h i j k l n o q)

Reviews and makes recommendations to the General Manager on engineering and technological advances that will enhance the District's ability to be efficient within the services it provides to its customers. Attends workshops, seminars and symposiums to ensure exposure of advances within the water, water treatment, sewer and sewer treatment. (a b c d e g h j m o q)

Works with District field management staff and consulting engineers, when needed or directed, regarding routine repair, replacement operations and maintenance work and new development; provides to, and reviews with, District field management staff, plans and specifications for capital improvement and new development; for consistency with field operations. (a b d e j l)

Performs research and prepares recommendations; meets and confers with other management personnel to resolve problems, coordinate activities and implement new procedures and services. (a b d g j k q)

Selects department employees; plans, organizes, and assigns work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; recommends and initiates disciplinary action. (a b d e g i j k m q)

Confers with engineers, contractors, District staff, representatives of other public agencies, developers, and members of the general public in addressing problems and issues of concern to the District. (a c d i j k m p q)

Advises and otherwise provides assistance to District Management, District staff, and the public regarding any and all capital facilities projects of the District; responds to inquiries and provides information regarding District policies and procedures; ensures compliance with laws, rules, or regulations related to all projects, including but not limited to, strict adherence to the Public Contract Code, Labor Code and Government Code. (a b c d f g h i j k l m n q)

## REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Interpret, read and understand plans and blue-prints
- c. Research and prepare complex reports on a variety of subjects.
- d. Establish and maintain effective relationships with the community at large, the Board of Directors, the General Manager and co-workers and other public officials.
- e. Plan, direct, and coordinate field projects and manage a department.
- f. Select, train, supervise and evaluate employees.
- g. Represent the District in a variety of meetings.
- h. Make decisions regarding administration and personnel functions.
- i. Operate projects within allocated amounts.
- j. Respond to emergency and problem situations in an effective manner.
- k. Understand, explain and apply policies and procedures.
- l. Analyze unusual situations and resolve them through application of management principles and practices.
- m. Develop comprehensive plans to meet future District needs/services.
- n. Deal constructively with conflict and develop effective resolutions.
- o. Plan and enforce a balanced capital projects budget.
- p. Develop new policies impacting department operations/procedures.
- q. Interpret financial statements and cost accounting reports.
- r. Meet the physical requirements established by the District.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school, supplemented by college level courses in engineering, construction or a closely related field, a minimum of five years of progressively responsible experience in project management of water distribution, water treatment systems and wastewater and wastewater treatment systems, including a minimum of three years in a supervisory capacity of an engineering/project management department within a water and sewer public agency.

### Knowledge and Skill Levels

Thorough knowledge of engineering and hydraulics principles applicable to the design, construction, operations and, maintenance of District water production, distribution and water treatment systems, wastewater collection and treatment systems; laws, regulations, and ordinances affecting water production, distribution and treatment systems wastewater collection and treatment systems; District policies and procedures; construction safety programs and practices; principles, practices, and procedures of public administration, management, supervision, and employee training; methods of analyzing, evaluating, and modifying administrative procedures; principles of capital budget preparation and control

Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; stand or walk for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 25 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to perform assigned tasks.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Extensive knowledge in the principals and practices used in the design and operations of public water and wastewater system.

Possession of valid DOHS Water Distribution Grade II Certificate and State of California Sewer Collection Grade II Certificate would be desirable.

It is highly desirable that the prospective employee possesses a Bachelor's Degree from an accredited college or university with a major in civil engineering.

FLSA / EXEMPT  
Range 94

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