



JOB POSITION: ENGINEERING PROJECT MANAGER

Division: Engineering
Status: Exempt
Grade: 22
Job Code: 233
Reports To: Chief Engineer of Design and Construction
Date: 09-01-18
Revised Date: 00-00-00
Last Reviewed Date: 00-00-00

SUMMARY OF JOB

Provides planning, design, project management, and contract administration of various construction and engineering projects. Responsibilities entail accountability based on measurable cost effective results for the substance, efficiency, productivity and quality of assigned projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned or scheduled.

- Plans, directs and coordinates all activities of assigned areas.
- Responsible for all phases of assigned projects from inception through project close out, including planning, budgeting, design, procurement/project delivery, permitting, construction, contract administration, and final acceptance.
- Provides design and/or design assistance and prepares cost estimates on engineering projects including water and wastewater capital improvements.
- Coordinates activities with local jurisdictions, state and federal agencies, private businesses, contractors, consultants and others involved with Authority projects.
- Prepares Requests for Proposal for professional services and manages architectural/engineering consultants in the preparation of studies, reports, designs, plans, specifications, cost estimates, easements, and plats.
- Prepares Invitations for Bid, Project Manuals, Technical Specifications, and construction contract documents, and manages the procurement of construction services for assigned projects.
- Conducts public outreach to inform citizens of engineering related projects.
- Assures efficient coordination with other Authority departments and Divisions for management of project-related technical and financial documentation.
- Provides technical evaluations, comments and assistance in the area of utility engineering and hydraulic analysis.
- Directs field surveys, mapping, database management, design, and inspection for a variety of engineering projects.
- Conducts field inspections as necessary.

- Prepares short and long-range plans for assigned area to include financial analysis and project review.
- Assists in the formulation and administration of departmental policies, procedures, standards, plans, and programs.
- Takes active role or assures subordinate managers take active role in developing employees by establishing individual employee goals and objectives. Assures appropriate resources are available to obtain established goals and objectives.
- Works with department manager and/or Division Director in regards to staffing, employee development, and discipline.
- Assures employee evaluations are complete and accurate and meets all requirements.
- Assists in preparation of assigned area's budget and maintains authorized budget.
- Confers with department manager and/or Division Director on problems encountered in assigned area.
- Reviews plans and specifications for various projects.
- Assists in the formulation of long-range programs for utility improvements.
- Assists customers and Authority staff with questions relating to Authority projects, facilities, infrastructure, and services.
- Prepares Board reports (staff studies) for various engineering related projects, for presentation and action by the Authority's Board.
- Engages in engineering research, prepares a variety of technical reports and gives presentations of same as required.
- Proficiently operates typical computer software applications including; asset management, GIS, work order system(s), billing and financial systems, Microsoft Office (Word, Excel, Access, etc.), Adobe Acrobat, and Authority-specific enterprise software applications.
- Participates in various work teams.
- Subject to twenty-four (24) hour call.

SUPERVISORY RESPONSIBILITIES

Manages/supervises assigned employees in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to direct and supervise contractors, consultants and personnel.

- Ability to develop, review and recommend processes and procedures for assigned area, identifying and discussing impact on assigned area, the division and the entire organization.
- Ability to think logically and analyze data.
- Ability to effectively present information to management, public groups, and/or employees as necessary
- Ability to respond to inquiries or complaints from employees and customers orally or in writing as necessary.
- Ability to establish and maintain effective working relationships with co-workers, employees, other Water Authority departments and the general public.
- Ability to represent assigned area in meetings attended.
- Ability to work with minimal supervision and negotiate and resolve conflict.
- Ability to analyze and solve difficult technical and administrative problems.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral or diagram form.
- Ability to write reports, correspondences and procedure manuals in a clear concise manner.
- Ability to communicate technical concepts to technical and non-technical audiences.
- Ability to work alone or in a team environment.
- Must possess and maintain a good work ethic concerning attendance, punctuality, positive attitude, meeting deadlines, being a team player and encouraging teamwork among employees.
- Thorough knowledge of the principles and practices of civil engineering as related to design and preparation of plans and specifications for a wide variety of utility and engineering projects.
- Working knowledge of equipment, materials, methods and procedures, safety standards and specifications used in water and sewer related activities.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Thorough knowledge of land and engineering survey systems methods and techniques.
- Ability to adapt approved engineering methods and standards to the design and construction of a variety of utility projects.
- Skill in operating computers and software associated with job responsibilities.
- Knowledge of VA Public Procurement Act and ability to purchase goods and services in accordance with the Code of Virginia.
- Working knowledge of water and/or sewer modeling, CAD, and GIS.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university with a major in civil engineering or related field plus five (5) or more years of related experience and/or considerable experience in progressively responsible professional civil engineering work or equivalent combination of education and experience. Graduate study in the areas of water resources, hydraulics, sanitary engineering, or other related field preferred.

CERTIFICATE, LICENSE, REGISTRATION REQUIREMENTS

- Must possess a valid Virginia driver's license or have the ability to obtain one within 60 days of employment date. No more than six (6) demerit points on driving record if required to drive Water Authority vehicles.
- Current licensure as a professional engineer in the Commonwealth of Virginia, or proven ability to obtain by reciprocity within 90 days of employment date, required.

PHYSICAL DEMANDS OF THE JOB

The physical demands described here 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 functions.

- While performing the duties of this job, the employee is regularly required to walk, stand, and sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear.
- Specific vision abilities required by this job include ability to adjust focus. If corrective lenses are noted on driver's license, the lenses must be worn when operating Authority vehicles.
- Repetitive movement using equipment is involved.
- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, bend, climb, balance or crawl.
- Employee must be able to stand for an extended amount of time at the jobsite.
- Employee must be physically able to walk several miles during the day.
- Employee must be physically able to regularly reach overhead.
- Employee must regularly lift, carry and/or move up to 50 pounds and occasionally 100 pounds. Assistance is required on weight amounts above those listed. Failure to do so could result in injury and denied Worker's Compensation benefits.

WORK ENVIRONMENT ENCOUNTERED IN THIS JOB

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee will be regularly exposure to moderate or high noise level, extreme outside weather conditions, uneven, steep, slippery terrain conditions, dusty conditions and wet and/or humid conditions.
- Employee will be subject to exposure to moving mechanical parts and heavy equipment operation.
- Employees will be subject to roadway hazards, i.e. traffic.
- Employee will be subject to outside hazards, i.e. poison ivy, bees, spiders, dirt, animals.
- Employee will be subject to confined areas, i.e. confined spaces, sewer manholes, water vaults, wastewater pits, and/or protected trenches.

GENERAL STATEMENT AND SELECTION GUIDELINES

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- WVWA application
- Rating of education, experience, training and qualifications
- Reference checks
- Interview with WVWA management team
- Applicant must pass a pre-employment physical and drug/alcohol test
- A criminal background check and social security number verification will be performed. The results must match information provided by the applicant on the WVWA application
- Job related test might be required and would be administered to all applicants applying for the position