



CRESCENTA VALLEY WATER DISTRICT

Limited Term Employee CIP Project Manager

SUMMARY DESCRIPTION

The Capital Improvement Program (CIP) Project Manager is a non-supervisory position in the management unit (exempt) that reports directly to the Director of Engineering & Operations. The CIP Project Manager should have the ability to work independently and show sound engineering judgment. The CIP Project Manager will manage the planning, design, and construction of capital projects and other projects. The work requires significant management of consultants and contractors; planning, design, bid and construction phase management; commissioning and close-out; development and management of budgets and schedules; and environmental review. The incumbent will supervise and coordinate the work tasks of a team to implement projects.

This position requires a person who can work creatively, resourcefully, and independently. They will be deliberate about teamwork and professionalism, being flexible and a good listener, and being able to express ideas and exercise good judgement in analyzing situations and making decisions. They will have the strong technical and interpersonal skills and experience necessary to assist in implementing the Strategic Plan goals and objectives of the District, upholding CVWD's values statement, and promoting communication and collaboration across departments.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Coordination of planning, design and construction of water and sewer capital improvement projects and implementation of CIP.
- Coordination of professional consultants on the design and implementation of CIP.
- Construction administration and management for capital improvement projects including community outreach and coordination of contractors.
- Supervision and coordination of in-house and outside inspectors relative to construction activity, project scheduling, and documentation.
- Assist in preparation of the annual budget for the water and sewer capital improvement programs.
- Representation of the District with other governmental agencies, customers, developers, contractors, and consulting engineers; work with Director of Engineering & Operations on budget preparation and Department planning activities and other administrative work as assigned.

OTHER DUTIES AND FUNCTIONS

- Develop project plans, specifications and cost estimates for various water system, sewer system, and other infrastructure improvements.
- Prepare and design a variety of specialized and complex engineering projects such as pipelines, wells, reservoirs and pump stations.

- Coordinate with consultants including preparing RFP's/scopes of work, designs, studies, and selection of consultants and contract administration.
- Coordinate construction contracts including on-site inspection, contract administration, negotiating change orders, commissioning, final project close-out.
- Develop/coordinate cost estimates.
- Ensure that as-built information is properly recorded, O&M, manuals and training are completed, and any assets documented for asset management.
- Assist in preparing the annual budget for the water and sewer capital improvement programs.
- Prepare specialized engineering studies and reports as necessary.
- Provide project updates and utilize project management controls.
- Provide engineering and administrative support as necessary.
- Mentor junior staff in the Engineering Department
- Lead tasks and project teams in support of executing projects
- Ad hoc, complex analyses and other projects as needed.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Knowledge of:

- Principles of project scheduling, budgeting, and resource allocation;
- Methods and techniques for creating and managing project documentation;
- Principles and practices of project communication management, including crisis communication and managing sensitive information with stakeholders;
- Contract management and legal agreements, including project scope, terms of service, milestones, and vendor agreements to ensure alignment and compliance;
- Safety procedures and regulations, safe work practices, and safety equipment;
- Use of, and where applicable, implementation of new software and associated updates;
- District's Rules & Regulations as they pertain to customer service, public affairs, and where appropriate, operations and maintenance;
- Principles of business letter writing and report preparation;
- Principles and procedures of record keeping and file management;
- Pertinent Federal, State and local laws, codes, and regulations; and

Ability to:

- Be an effective team member and communicator who contributes constructively and cooperatively to solve project or team issues while working collaboratively on multi-disciplinary teams;
- Manage and supervise staff with direct and indirect reporting relationships in executing Strategic Plan goals and objectives;
- Identify project and program needs and exercise initiative in carrying out assignments;
- Represent the District with a combination of transparency, diplomacy, persuasiveness, discretion, and tact, as appropriate;

- Adjust workload changes to meet deadlines using best practices for organization, planning, and time management;
- Demonstrate flexibility in considering approaches to various issues;
- Effectively lead and collaborate in a team environment and amongst multiple stakeholders;
- Comply with, promote, and enforce CVWD's values statement.

Experience, Education, Licenses: *Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- **Education:** Bachelor of Science degree in Engineering, Construction Management or a closely related field.
- **Experience:** A minimum of seven (7) years of engineering, construction or technical administrative experience with a water or wastewater utility.
- **Driver License:** Possession of a valid California Class C Driver License may be required at the time of appointment.
- **Project Management Certification:** Professional Project Management Certification issued by the Project Management Institute is highly desirable.
- **State Resources Control Board, Division of Drinking Water - Water Treatment and Water Distribution Operators Certificates:** Possession of a D2 and/or T2 or higher is desirable.
- **Other Certifications:** Possession of a professional registration as a Civil Engineer in the State of California or Certified Construction Manager (CCM) certificate from the Construction Management Association of America (CMAA) are highly desirable.

Physical Demands and Working Environment:

The conditions herein 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 job functions.

- **Environment:** Standard office setting; exposure to computer screens; extensive interaction with District staff and the public. Up to 10% to 20% work time spent outside and exposed to the sun.
- **Physical:** Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- **Hearing:** Hear in the normal audio range with or without correction.
- **Hours:** Irregular or extended work hours are occasionally required.

The District is an Equal Opportunity Employer.