CLASSIFICATION SPECIFICATION
PROJECT MANAGER

Status: At-Will
FLSA Status: Exempt

Santa Ana Watershed Project Authority
Effective Date: July 19, 2016
Revision Date: N/A

CLASSIFICATION SERIES:

The complete Project Manager Series includes the following:

Project Manager
Senior Project Manager
Principal Engineer

DEFINITION:

Under direction (Project Manager), general direction (Senior Project Manager), or limited direction (Principal Engineer) plan, develop, and manage a variety of complex water resources and wastewater design and construction projects; coordinate and manage programs; assist in the conduct of operational programs such as the Brine Line Permitting and Pretreatment Program, and provide technical assistance to the Department Manager.

DISTINGUISHING CHARACTERISTICS:

Project Manager: This is the journey level in Project Manager classification series. Positions at this level usually perform most of the duties required of the positions at the Senior Project Manager level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Positions at this level perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this classification series are flexibly staffed and the individual is required to have prior related experience which allows the individual to meet the qualification standards for the Project Manager level.

Senior Project Manager: This is the advanced journey level in the Project Manager classification series. Positions at this level are distinguished from the Project Manager level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this classification series are flexibly staffed and positions at the Senior Project Manager level are normally filled by advancement from the Project Manager level. When filled from the outside, the individual is required to have prior related experience which allows the individual to meet the qualification standards for the Senior Project Manager level.

Principal Engineer: This is an advanced level in the Project Manager classification series. Positions at this level are distinguished from the Senior Project Manager level by the independence of action, level of responsibility and number, type and complexity of projects related to a program and technical knowledge and skill required.

SUPERVISION EXERCISED:

Project Manager: May provide direction to technical staff.
Senior Project Manager: May exercise supervision of Project Manager; may provide direction to technical staff.
Principal Engineer: May exercise supervision of Project Manager or Senior Project Manager; may provide direction to technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

SPECIAL NOTE: Examples of Important and Essential Duties listed herein can be/may be/are applicable to a specific or one or more Project Manager, Senior Project Manager, Principal Engineer position, as to the assigned department.

Project Manager | Senior Project Manager:

- Manage and coordinate the design, construction, and contract performance of concurrent projects or major project elements ensuring compliance with environmental requirements, established standards, specifications, Agency policies, and cost and schedule limitations.
- Manage one or more components of a project such as the Brine Line Pretreatment Program (permitting, inspection, monitoring, enforcement, reporting), identifying and tracking requirements, completing the necessary actions, checking the work of others, and periodically auditing conformance with regulatory and contractual requirements.
- Evaluate and assist in the selection of consultants to provide professional services on projects; provide administration of contracts for assigned projects.
- Manage small projects to completion with particular emphasis on contract compliance, quality, cost control, schedule compliance, and permits.
- Supervise assigned consultants and staff; direct technical support activities on a variety of water, wastewater, and reclaimed water resources projects.
- Develop and evaluate alternative project financing techniques.
- Provide for administration of loan and grant programs.
- Research and apply for funding assistance from various sources for major projects; negotiate the conditions and terms of funding agreements.
- Provide environmental documentation as needed for projects; manage the work of environmental consultants in their preparation of documentation and mitigation monitoring activities to meet the requirements and regulations of State and Federal agencies.
- Evaluate right-of-way acquisition needs for various projects; assemble teams to accomplish needed appraisal, negotiation, and acquisition of property.
- Conduct visits to job sites, other agencies, material suppliers, contractors, private residences, and consultants to coordinate, inspect, review, and monitor work, and to gather information and/or negotiate resolution.
- Develop and administer assigned budget(s); forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Prepare and review technical reports, memorandums, and environmental documents; respond to correspondence as required.
- Make presentations to the Commission, other agencies, and public interest groups; participate in and represent the Agency in meetings with the public, citizen groups, professional associations, private firms, and other agencies; make recommendations to executive staff and the Commission.

- Coordinate operations, activities, and functions with other agencies; negotiate interagency agreements and contracts for special services; understand and administer special government agency agreements.
- Coordinate and negotiate permits with cities, counties, state agencies, and regulatory agencies.
- Respond to operational emergencies or anomalies such as a sanitary sewer overflow to assess and correct the problem and mitigate the impacts.

Principal Engineer: In additional to completely performing all the important and essential duties of the Project Manager/Senior Project Manager level:

- Supervise/manage staff and consultants in the preparation of design and contract documents.
- Supervise/manage staff and consultants during the completion of construction projects.
- Research, negotiate, prepare, and administer contracts with private entities for the design and construction of various projects.
- Prepare policy recommendations for the General Manager.
- Serve as resident project engineer as assigned.

OTHER JOB RELATED DUTIES:

- Perform related and duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Project Manager and Senior Project Manager:

Knowledge of:

- Elements of and need for a quality assurance program.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles, practices, methods, and techniques of project management and administration.
- Water and wastewater design and the details of conducting a wastewater pretreatment program including Federal, State and local requirements, policies and procedures, enforcement response.
- Project phases and tasks, including but not limited to planning, development, design, construction, operation, and maintenance.
- Engineering principles and practices including planning, development, design, construction, operation, and maintenance.
- Methods of preparing designs, plans, specifications, cost estimates, reports, and recommendations relating to civil engineering work.
- Principles and practices of project budget planning, estimation, preparation, evaluation, reporting and administration.
- Fundamental civil and construction engineering principles.
- Principles, practices, and procedures used in field survey.
- Negotiation strategies.
- Principles and processes of public property acquisition.
- General requirements and procedures of the California Environmental Quality Act (CEQA).
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Project scheduling, cost estimating and forecasting techniques.
- Principles, techniques, and methods of investigation, research, and survey.
- Safe driving principles and practices.

Skills and Abilities:

- Learn the organization and operation of the assigned division or department as necessary to assume assigned responsibilities.
- Learn the terminology and technical language related to water functions, water conservation, and all other aspects of the mission of the Agency.
- Learn and correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Perform accurate mathematical computations.
- Understand and follow oral and written instructions.
- Read and understand construction plans and specifications.
- Perform responsible and difficult project management work involving the use of independent judgment and personal initiative.
- Recommend and implement goals, objectives, and practices for providing effective and efficient project management.
- Analyze the effectiveness of water and wastewater facilities and a pretreatment program; recommend changes to policies and procedures.
- Manage and coordinate the work of personnel.
- Select, supervise, train, and evaluate staff.
- Plan, prepare, evaluate and administer budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Design, review, and analyze engineering plans.
- Handle multiple concurrent projects and manage priorities and tasks.
- Plan and organize work to meet schedules and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Understand and analyze various methods of financing techniques.
- Gain cooperation through discussion and persuasion.
- Proficiently operate modern office equipment, including computer equipment.
- Type and enter data at a speed necessary for successful job performance.
- Operate a motor vehicle safely and in accordance with applicable State laws and Agency policies and procedures.

Principal Engineer: In addition to the job related and essential qualifications of Project Manager/Senior Project Manager:

Knowledge of:

- Pipeline hydraulics for gravity and pressurized flow.
- All project specific documents to include CEQA, detailed plans and specifications, budgets, financing documents, bid and contract, construction.
- Control of risk during construction to ensure quality of the completed project and maximum value to the Agency.
- Construction management principles and the conduct of a QA/QC program.
- Principles of pipeline operations, maintenance and repair.
- Facilitation, coordination and negotiation strategies.

Skills and Abilities:

- Prepare and/or review project calculations, design and related documents.
- Monitor project risk, identify corrective actions and implement to mitigate the impact of events.
- Establish procedures for construction management and QA/QC and oversee the conduct of the program.
- Establish and implement the requirements for a pipeline O&M program.
- Understand and analyze various complex technical, financial and operational issues.

EXPERIENCE, EDUCATION AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities may be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Project Manager:

- Experience: Five (5) years of project management experience in a private firm or public agency, preferable in water and wastewater infrastructure projects.
- Equivalent of a Bachelor's degree from an accredited college or university with major course work in civil engineering, construction engineering, environmental engineering, or a related field.
- License: Possession of a valid California Class C Driver's License is required, which must be maintained throughout employment with the Agency; maintain a driving record acceptable to the Agency's automobile insurance provider. Individuals in this class may be required to use their own vehicle to drive to project sites and various locations within the Santa Ana River watershed.
- Demonstrated beginning-to-intermediate level proficiency in Microsoft Word, Outlook, Excel, PowerPoint and Project.
- Certification: A professional project management certification is desirable. Possession of or ability to obtain registration as a Civil Engineer in the State of California is desirable.

Senior Project Manager:

- Experience: Seven (7) years of project management experience in a private firm or public agency, preferable in water and wastewater infrastructure projects.
- Equivalent of a Bachelor's degree from an accredited college or university with major course work in civil engineering, construction engineering, environmental engineering, or a related field.
- License: Possession of a valid California Class C Driver's License is required, which must be maintained throughout employment with the Agency; maintain a driving record acceptable to the Agency's automobile insurance provider. Individuals in this class may be required to use their own vehicle to drive to projects sites and various locations within the Santa Ana River watershed.
- Demonstrated intermediate-to-advanced level proficiency in Microsoft Word, Outlook, Excel, PowerPoint and Project.
- Certification: A professional project management certification is desirable. Possession of registration as a Civil Engineer in the State of California is desirable.

Principal Engineer:

- Experience: Ten (10) years of project management experience with significant program and large project complexity in a private firm or public agency, preferable in water and wastewater infrastructure projects.
- Equivalent of a Bachelor's degree from an accredited college or university with major course work in civil engineering, construction engineering, environmental engineering, or a related field. Completion of a Master's degree is desirable.

- License: Possession of a valid California Class C Driver's License is required, which must be maintained throughout employment with the Agency; maintain a driving record acceptable to the Agency's automobile insurance provider. Individuals in this class may be required to use their own vehicle to drive to projects sites and various locations within the Santa Ana River watershed.
- Demonstrated intermediate-to-advanced level proficiency in Microsoft Word, Outlook, Excel, PowerPoint and Project.
- Certification: A professional project management certification is desirable. Possession of registration as a Civil Engineer in the State of California is required.

SPECIAL NOTES – ALL LEVELS:

- **Working Conditions:**
  - Office Environment: 80% or more work time spent inside an office building; exposure to computer screens; exposure to wireless and cordless devices.
  - Exposure to sun: 20% or less work time may be spent outside a building and exposed to the sun.
  - Irregular or extended work hours: A 9/80 work schedule is maintained; occasionally required to change working hours or work overtime.
  - Response to operational emergencies requires continuous field activity until the emergency is resolved or replacement staff arrive.
- **Essential Physical Characteristics:** *The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.*
  - Continuous: upward, downward and sideways flexing of the neck; hearing and vision within normal ranges with or without correction.
  - Frequent: sitting, rising from and lowering to a seated position, repetitive use of hands to operate computers, peripherals, printers, phones, and copiers; finger/hand coordination and dexterity to operate and adjust office equipment.
  - Occasional: walking, standing, bending and twisting of the waist, bending and twisting of the neck, squatting, simple grasping, reaching above and below shoulder level, lifting and carrying files or binders up to 10 pounds, and lifting and carrying boxes up to 30 pounds.

Commission Approval: July 19, 2016; Agenda Item No. 5.B.; CM#2016.58