



Santa Ana Watershed Project Authority
invites applications for the position of:

Quality Assurance Manager



11615 Sterling Avenue, Riverside, CA 92503 | 951.354.4220
www.sawpa.org



Santa Ana Watershed Project Authority (SAWPA)
invites applications for the position of:

Quality Assurance Manager



SAWPA is seeking candidates for a Quality Assurance Manager position at its office in Riverside, California. The position will implement a quality assurance program for SAWPA's grant projects. The ideal candidate will have experience with the elements of a quality assurance program, state water bond funding, and design and construction of a wide variety of water resources facilities.

SAWPA is a dynamic, fast paced environment with a team of energetic and multi-talented professionals. SAWPA is a leader in integrated watershed planning, known for its innovative "One Water, One Watershed" or OWOW. OWOW was recognized as a Top 25 program for

Harvard Kennedy School's prestigious Innovations in American Government Award.

SALARY

\$ 98,986.14 - \$ 120,318.27/Annually [DOQ]

PARTIAL SUMMARY OF BENEFITS

- 12 Vacation Days
- 12 Sick Leave Days
- 11 Holidays
- 9/80 Work Schedule
- CalPERS (2%@55; 2%@62)

THE POSITION (Posted: 01/04/2018. Recruitment remains open until filled.)

Under direction, implements all components of a quality assurance program with three major objectives: (1) ensure the implementing agencies complete and document all the grant agreement requirements, (2) ensure timely progress payments by the state by confirming the accuracy/completeness of progress reports and invoices, and (3) ensure a complete, auditable record is established for each project and grant program for audit by the CA Department of Finance and others. Activities include multiple project site visits to confirm progress and consistency with the scope of work, participation in progress meetings or similar status meetings and detailed review of the project benefits for consistency with the stated benefits at the time of project selection. Knowledge of state grants, agreements and administration, public works construction bidding, award, and contract management, and typical water resources facilities is required.

EXAMPLES OF DUTIES/RESPONSIBILITIES

PLEASE NOTE: 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 them from the position if the work is similar, related, or a logical assignment to this position.

- Administer the grant quality assurance programs.
- Perform quality assurance inspections for grant and loans funded programs such as Proposition 84 and Proposition 1.
- Independently verify compliance with contractual requirements.
- Ensure conditions have been met and measures taken for successful completion of Department of Finance and other's audits; identify and implement necessary corrective actions.
- Review submittals for accuracy and completeness and ensure work completed is in accordance with and fulfills project requirements, concept and objectives.





Santa Ana Watershed Project Authority (SAWPA)
invites applications for the position of:

Quality Assurance Manager



- Monitor project benefits in compliance with contract provisions; process contract amendments and ensure consistency with original project concept, goals and objectives.
- Understand the process to design, construct and manage contract performance of projects or major project elements ensuring compliance with environmental requirements, established standards, specifications, Agency policies, and cost and schedule limitations.
- Understand the principles of contract compliance, quality, cost control, schedule compliance, and permit compliance.
- Provide for administration of grant programs.
- Conduct visits to job sites, other agencies, material suppliers, contractors, and consultants to coordinate, inspect, review, and monitor work, and to gather information.
- Understand how to administer assigned budget(s).
- 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; may participate in and represent the Agency in meetings with the public, citizen groups, professional associations and other agencies; make recommendations to executive staff.
- Comprehend contract and technical specifications to ensure adherence to project requirements.



JOB RELATED AND ESSENTIAL QUALIFICATIONS

This list is not intended to be inclusive, but is representative of the required knowledge, skills and abilities necessary to successfully perform within this class.

- 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, practices, and procedures.
- Elements of and need for a quality assurance program.
- Principles, practices, methods, and techniques of project management and administration.
- 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.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Project scheduling, cost estimating and forecasting techniques.
- Read and understand construction plans and specifications.
- Perform responsible and difficult project management work involving the use of independent judgment and personal initiative.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Understand labor compliance laws including prevailing wages and labor compliance programs.



EXPERIENCE, EDUCATION AND TRAINING

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:

- Five (5) years of project management experience in a private firm or public agency, preferable in water resources 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.
- 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.
- Demonstrated proficiency in Microsoft Word, Outlook, Excel, PowerPoint and Project.
- 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.

PERSONAL CHARACTERISTICS

- Self-starter professional, problem solver
- Ethical and trustworthy
- Transformative skills supporting facilitation, integration, collaboration, and system-wide approaches
- Exercises sound and independent judgment
- Experienced, prudent decision-maker
- Skilled communicator (verbal/written)
- Creative and resourceful
- Customer service oriented

APPLICATION PROCESS

Position is open until filled and may close at any time. We invite interested candidates to visit SAWPA's website at www.sawpa.org/meet-us/careers for more information. Interested applicants must submit a completed SAWPA employment application, cover letter and resumé, Attn: Kelly Berry, 11615 Sterling Avenue, Riverside, CA 92503, or at jobs@sawpa.org.

SAWPA is an Equal Opportunity Employer-M/F/D/V.



11615 Sterling Avenue, Riverside, CA 92503 | 951.354.4220

www.sawpa.org

