



## Project Engineering Manager

### DEFINITION

Under administrative direction from the Director of Engineering and Technology Services, supervises development and implementation of the District's Capital Improvement Program (CIP); oversees engineering project management work for major capital projects and facility upgrades; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

**Project Engineering Manager** is a single position mid-management classification. This class is distinguished from other engineering management classifications within the District by its responsibility for supervising the design, construction and start-up of major District CIP projects and planning and development of District's CIP and the Division's annual budget. It is distinguished from the Engineering Supervisor I/II in that the latter supervises engineering project management activities and reports to this class. It is distinguished from the Director of Engineering and Technology Services in that the latter is a department manager with responsibility for District-wide engineering services.

### TYPICAL DUTIES

#### TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Oversees preparation of the 10 year and 25 year Capital Improvement Program (CIP) plan including required Environmental Impact Reports (EIR) as well as other project specific environmental documentation, permit, and easement requirements; makes yearly presentations to the Board of Directors on the CIP and prepares monthly project report summaries for management.
- Prepares and/or coordinates the preparation of the bi-annual CIP budget and the mid-cycle budget updates.
- Supervises engineering review of CIP budget requests and proposals during the annual budget process; after budget approval, assigns projects to engineering staff; sets priorities, and adjusts workload accordingly.
- Prepares and updates project engineering and capital project delivery procedures including the project administration and execution process and contract documentation guidelines; ensures projects are implemented in accordance with District purchasing policy, public contracting procedures, and applicable laws and regulations.
- Oversee the preparation and review of competitive solicitations for professional services including Request for Qualifications (RFQQ), Request for Proposals (RFP), and other Best Value or Qualifications Based selection methods. Leads efforts to promote alternative project delivery and contracting methods to increase the rate of successful project implementation.
- Provides technical oversight and coordination of project engineering work; through project coordination meetings and other means, monitors progress against project schedules and budgets; reviews project design for compliance with engineering principles, District standards, contract requirements, and related specifications; recommends allocation of resources as required to accomplish goals.

Collaborates with other District divisions to address water system capital needs, challenges, and opportunities; communicates activities related to capital project execution, technical developments, scheduling, and engineering design issues. Reviews inspection reports and assists in resolution of field construction problems; authorizes or recommends change orders and claims resolution; represents District in construction contract dispute resolution meetings.

- Monitors engineering aspects of facility start-ups; ensures project start-up plans and required documentation are completed and coordinated with Operations and Maintenance Department personnel.
- Manages the development, negotiation, and administration of construction contracts and consultant agreements for construction management, inspection and administration services.
- Monitors progress and performance of capital projects against capital improvement plan; evaluates and approves changes that substantially impact the scope, budget and schedule of the projects.
- Serves as liaison person with the State of California Division of Safety of Dams regarding the design and construction of new water impoundment facilities, and all safety or stability issues related to any existing jurisdictional facility.
- Prepares the annual budget request for the program; estimates staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Interviews and hires new staff; prioritizes, assigns, and reviews work, approves time off for payroll purposes; prepares employee performance evaluations; monitors and participates in employee relations activities within the department.
- Performs other related work as required.

## **REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

### **Education and Experience:**

Possession of a Baccalaureate degree from an accredited college or university with a major in engineering; and six (6) years of full-time, progressively responsible professional engineering experience, including three (3) years of lead experience directing the work of others in the field and one (1) year of supervisory experience. Completion of the District's Leadership Skills Training Program is required following hire. Supervisory experience strongly desired.

Current ACWD Employees: 75% completion of the District's Leadership Skills Training Program may substitute for one (1) year of supervisory experience. If the internal candidate has already completed the Leadership Skills Training Program, they do not need to complete the program for a second time if promoted.

**Knowledge, Skills, and Abilities:**

Knowledge of: engineering principles, practices, and methods, particularly as applied to water utilities; engineering economics including cost/benefit analyses; federal, state, and local laws and regulations governing the operation of water facilities, water treatment processes, environmental regulations, and workplace safety; engineering project management methods and techniques; budget administration; principles of employee supervision and personnel management; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: plan, organize, and direct an effective project engineering program; apply engineering principles and techniques to the solution of engineering problems; review alternative engineering processes and calculate life cycle costs; prepare engineering specifications, requests for proposals, contract documents, and design drawings; plan, assign, and supervise the work of subordinate staff; present technical information to non-technical audiences; maintain detailed and accurate records; prepare clear and concise written reports; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

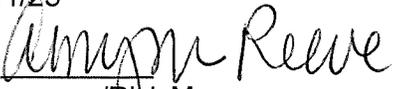
**Additional Requirements:**

- Must possess a valid driver's license and have a satisfactory driving record.
- Must possess California State Registration as a Professional Engineer.
- Possession of a California State Certification as a Distribution Operator II is highly desirable.
- Possession of a California State Certification as a Treatment Operator II is highly desirable.

**Working Conditions/Physical Requirements:**

The essential functions of the job require the ability to intermittently sit for extended periods of time in front of a computer screen; intermittently twist to reach equipment or supplies surrounding desk; intermittently reach above or below shoulder height; finger dexterity and hand strength to perform simple grasping and fine manipulation; use telephone, computer keyboard and other office and engineering equipment on a daily basis; intermittently crawl into confined spaces or climb a ladder to reach high places; hear, speak and see sufficiently to perform essential duties of the position; and to work long or unusual hours as situations demand.

Revised: 11/25

Approved:   
Human Resources/Risk Manager

