



## **PROJECT ENGINEERING MANAGER**

### **DEFINITION**

Under direction from the Engineering Manager, 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 other 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. 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 Engineering Manager 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 presentation to the Board of Directors on the CIP and prepares monthly project report summaries for management.
- Supervises engineering review of CIP 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 procedures including description of the project administration process and contract documentation guidelines; ensures projects are implemented in accordance with District purchasing, Request for Proposal (RFP) and contracting procedures.
- Provides technical oversight and coordination of project engineering work; through project coordination meetings and other means, monitors progress against project schedules and budgets; recommends allocation of resources as required to accomplish goals.
- 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.

- 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 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, and prepares and reviews employee performance evaluations.
- 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 five years of full time professional engineering experience, at least two of which was in a supervisory or administrative capacity equivalent to an Engineering Supervisor II.

### **Knowledge, Skills and Abilities:**

Thorough 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. Skill in: Using a personal computer.

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; communicate effectively, both orally and in writing; present technical information to non-technical audiences; maintain detailed and accurate records; prepare clear and concise written reports; establish and maintain good working relationships with those contacted in the course of the work.

### **Additional Requirements:**

- Must possess a valid California driver's license and have a satisfactory driving record
- Must possess California State Registration as a Professional Engineer

**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: 10/2019

Approved: \_\_\_\_\_

Human Resources/Risk Manager