

**Sacramento Suburban Water District
Classification Specification**

Job Class: Project Manager

FLSA Status: Exempt

Supervisor: Engineering Manager

Effective Date: August 2022

Definition

Under general direction, this position plans, organizes, supervises, and directs activities associated with the District's Capital Improvement Program (CIP) with a focus on groundwater well facilities, including project and construction management duties during planning, design, and construction.

Distinguishing Characteristics

This is the journey level classification, performing a broad range of tasks in support of District activities. This position is fully trained in the scope of duties associated with this level.

Examples of Essential Duties

The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed 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. Management retains the right to add, remove, or change duties at any time.

- Plans, organizes, and coordinates administers, develops and implements various District CIP projects and their scope, schedule, and budget particularly groundwater well facilities; oversees and participates in project management during CIP planning, design, and construction phases.
- Reviews and/or assists with preparation of project reports, plans, specifications and technical standards; analyzes special conditions/circumstances as they arise.
- Prepares and oversees Requests for Proposals (RFPs) for complex projects, documents, contracts, grants applications, professional services contracts and agreements.
- Develops specifications for contracted work and obtains and participates in evaluating bids and other activities related to the District's CIP projects; assists in selection of consultants and vendors.
- Monitors and inspects the work of contractors and vendors to evaluate work progress, resolve issues, and determine additional needs.
- Tracks and manages various regulatory compliance requirements and permitting, such as CEQA and storm water discharge, from project planning through construction.
- Prepares and administers budgets for assigned projects; manages project expenditures and recommends expenditure levels.
- Assists with the representation of the District's CIP projects in coordination with other

utilities, regulatory and planning agencies, trade and professional associations, and technical groups.

- Participates in the development of CIP and planning documents.
- Provides updates to planning documents (e.g., Asset Management Plans, Master Plans as directed).
- Responds to emergency situations, difficult customer inquiries and complaints.
- Provides support for all aspects of construction and renovation projects to ensure conformance with associated documents, specifications, rules, requirements, laws, and standards.
- Coordinates land and right-of-way/easement acquisition.
- Researches and drafts technical and administrative reports; prepares written correspondence.

Minimum Qualifications

Knowledge of:

- Rules, regulations and codes applicable to District planning, design and construction functions.
- District policies, rules, regulations and procedures.
- Urban water agency statutes, codes, and regulations, including water quality issues.
- Groundwater well lifecycle management, including aquifer geology, design and construction, performance, common degradation modes and mitigation.
- Managing groundwater quality issues, including treatment system selection, design, and construction.
- Capital project planning and management.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision, training and management.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint) and Crystal Reports.
- Current practices and sources of information relative to water industry CIP management and projects, operations and maintenance.
- Principles and practices of modern methods of management, organization and personnel administration.
- Contract development, administration and construction management of public works projects.
- Permitting and environmental aspects of public works projects.
- Principles and practices of contract and project management.

Ability To:

- Organize, implement, and direct staff and consultants to achieve efficient operations to meet District and Engineering Department goals.
- Oversee multiple simultaneous projects, including contracts and budgets, to effectively achieve objectives and control risk.
- Read, understand, and interpret documents, including engineering studies and reports,

construction specifications, operating and maintenance procedure manuals, and engineering drawings associated with civil construction projects.

- Effectively review plans and specifications and diagrams to verify completion, accuracy, and constructability.
- Effectively manage regulatory compliance activities for assigned projects.
- Effectively represent District engineering projects in meetings, presentations, and discussions with the public, contractors, and other organizations.
- Make sound decisions regarding design, construction, cost analyses, management and coordination of significant sized water projects.
- Effectively manage negotiations with consultants and contractors.
- Identify flaws in design, construction methods, and materials to ensure compliance with contract plans and specifications, permits, codes, regulations, and laws.
- Develop recommendations and implications of different alternatives to resolving problems; interpret laws, legislative ordinances, administrative policies and procedures.
- Prepare concise and comprehensive reports, internal memoranda, letters, agreements and responses to contractor claims, and maintain detailed records.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors, local community groups, public officials and the general public.
- Operate a computer for word processing, database, spreadsheet and presentation applications, and department specific software.
- Communicate effectively both orally and in writing.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Pass pre-employment physical and background check.

Experience and Education:

Experience: Two (2) years of progressively responsible project leadership or management experience in relevant field, preferably in government-related projects.

AND

Education: A Bachelor's Degree from an accredited college or university with major coursework in geology, engineering, or related field. *Two (2) years of additional qualifying experience may be substituted for one (1) year of the required education, with a high school diploma or equivalent.*

License and/or Certifications:

- Valid California Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Working Conditions and Physical Demands


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.

- Travels occasionally by airplane and frequently by automobile in conducting District business.
- Communicates frequently with District staff, consultants, contractors, and the public in one-to-one and group settings.
- Regularly uses telephone and email for communication.
- Regularly uses office equipment such as computers and copiers.
- Occasionally walks in uneven terrain, in an outdoor environment, making inspections of District facilities and construction projects.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: 8/31/2022

By: 
Dan York, General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date