



Project Manager

Department/Division:	Engineering
Reports To:	Director of Engineering
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Exempt
Effective Date:	June 26, 2025

GENERAL PURPOSE

Under general direction, of the Director of Engineering, manages and performs a variety of professional-level civil-engineering work in the research, design, and construction of water capital infrastructure improvement, maintenance, and construction projects; leads project groups; to prepare, review and approve a diverse range of project plans, specifications, calculations, studies, reports, and related documents for conformance with District standards; to conduct site visits to monitor construction projects progress; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Project Manager is the journey level classification in the Engineering Department. This classification independently, performs a variety of complex inspections of District infrastructure developments to ensure safety and conformance with plans and specifications. Responsibilities include working closely with District operations staff, developers, and contractors to effect project modifications to meet field contingencies. The work requires public contact, the frequent use of tact and judgment, thorough knowledge of departmental operations, and the ability to conduct independent projects and programs. Positions at this level receive occasional instructions or assistance as new or unusual situations arise and are expected to be fully aware of the operating procedures and policies of the work unit.

ESSENTIAL FUNCTIONS

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 the class.

- Oversees and performs inspections of engineering projects to determine conformance to the plans and specifications and compliance with local, state and federal standards of construction and safety.
- Performs as project manager on routine and complex projects.
- Inspects sites and reviews plans and specifications prior to the bidding or development process; attends bid openings for capital improvement construction projects.
- Investigates complaints; confers with surrounding property owners regarding project schedule, hazards, inconvenience, and code compliance.
- Administers and supervises complex capital improvement projects from planning and preliminary design through construction and acceptance of improvements by the district.
- Leads the project groups.
- Monitors progress on projects to assure completion on schedule.

- Administers contractor contracts assuring conformance to District code policies.
- Meets with the public, builders, developers, contractors, and engineers to review District projects, policies, and procedures.
- Prepares a variety of written reports and correspondence.
- Makes decisions regarding the distribution system's flow and pressure requirements to meet consumer demands including fire flow demands and minimum pressure requirements.
- Resolves distribution system installation conflicts with contractors.
- Assists in the shut-down of the water system when new mains are tied-in to the distribution system.
- Oversees the installation, tapping, relining, disinfection, testing, and connection of water mains and appurtenances.
- Analyzes and prepares instructional and construction drawings from rough or detailed sketches, notes, or specifications.
- Reviews maps, plans, and specifications for compliance with District engineering and legal standards.
- Locates utilities and obstacles which may present construction problems.
- Assists with the preparation of a variety of engineering reports.
- Interfaces with contractors and consultants regarding subdivision design.
- Prepares information, material, and maps for easements.
- Investigates, prepares drawings, and develops recommendations on utility clearances for proposed projects.
- Prepares estimates and informational data for engineering projects.
- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, technical groups, and developers.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as required;

QUALIFICATIONS GUIDELINES

Knowledge of:

- Theory, principles and practices of project management and construction used in the utility industry.
- Data utilization principles, methods, and equipment, including AutoCAD and GIS.
- Sources of engineering information; knowledge of regulatory codes applicable to utility water and building systems.
- General research and report writing methods.
- Plan check methods.
- Construction management and inspection methods.
- Principles of lead direction, work coordination and training.
- Materials, methods, principles, and practices used in utilities construction, including encroachment, grading, landscaping, traffic control, water quality, and public safety, as well as private development construction projects.
- Mathematics as applied to engineering, topography, construction surveying, design of simple structures, hydrology, drainage, irrigation, and construction principles.
- Methods and procedures for describing real property.
- Contract development and administration.

- Maintenance principles, practices, tools, and materials for inspecting, maintaining, and repairing water systems
- Materials sampling, testing, and estimating procedures.
- Occupational hazards and standard safety practices necessary in construction inspection.
- Principles and procedures of record keeping.

Ability to:

- Communicates orally with Board of Directors, District management, co-workers, developers, contractors, and the public in face-to-face, one-on-one, and group settings.
- Prepare clear, concise, accurate and comprehensive correspondence, reports, and other written materials using correct English, including spelling, grammar, and punctuation.
- Establish and maintain effective working relationships with District management, employees, customers, and others encountered in the course of work.
- Exercise sound and independent judgement within general policy guidelines.
- Gather and analyze data for special reports and studies.
- Use tact, discretion, and diplomacy in dealing with sensitive situations.
- Inspect water connections; perform construction inspection work.
- Assist the public relative to engineering requirements for development.
- Interpret, apply, and explain laws, regulations, codes, and policies governing infrastructure, capital improvement, and private development construction.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, maps, and blueprints for conformance with District standards and policies.
- Operation and use of computer programs within Microsoft Office 365, including MS Word, Excel, Outlook, and PowerPoint.
- Operate and maintain existing GIS (Geographic Information System).
- Review and authorize change orders within specific procedural guidelines.
- Maintain accurate records and files of work performed.
- Respond to complaints or inquiries from the public, staff, and outside organizations.
- Make accurate mathematic computations.
- Organize work, setting priorities and meet multiple deadlines.
- Assist with the review of a variety of engineering studies and reports.
- Effectively represent the district's engineering functions with the public, other government agencies, contractors, and developers.
- Work under moderate or high stress conditions.
- Drive a vehicle safely.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Bachelor's degree from an accredited college/university in Engineering, construction management, physical science, environmental science, or a related field.

And

Experience: Five (5) years' of increasingly responsible professional experience preferably in water engineering, design, project management, and maintenance or operation of water distribution facilities and four (4) years project management experience.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

One or more of the following licenses and/or certification is highly desired for the Project Manager position:

- Possession of an Engineer-In-Training Certificate in current and good standing.
- Possession of a Professional Civil Engineering License in current and good standing in the State of California.
- Possession of a Project Management Professional Certification issued by the Project Management Institute
- Possession of a Certified Construction Manager Certification issued by the Construction Management Association of America

WORKING CONDITIONS AND PHYSICAL DEMANDS

The working conditions and physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this class, the employee is regularly exposed to wet or humid conditions, fumes, airborne particles, toxic or caustic chemicals, outdoor weather conditions including extreme heat and cold, risk of electrical shock, heavy vibration and loud or prolonged noise levels. The employee may work near moving equipment or traffic, on ladders/scaffolding or in high, precarious places, in confined spaces, and on uneven or slippery surfaces and is exposed to possible bodily injury from moving mechanical parts and/or equipment.

The noise level in the office work environment is normally moderate to quiet; in the field, the noise level is frequently loud.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; perform repetitive movements with hands, wrists or feet; and reach with hands and arms. The employee frequently is required to walk and stand for extended periods of time; talk or hear; sit; climb or balance; stoop, kneel, crouch or crawl; ascends and descends ladders; walk on uneven and slippery surfaces.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Specific hearing requirements include the ability to hear telephone conversations, in-person conversations under normal office conditions and at construction sites, signal warnings while working around moving equipment; and to differentiate operating equipment sounds.

The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds.

Travel from site to site; hear and respond to traffic and warning noises while on the job site.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.