



Marina Coast Water District

11 Reservation Road, Marina, CA 93933
(831) 384-6131 | Fax (831) 883-5995

CAPITAL PROJECTS MANAGER

DEFINITION

Under general direction, performs professional field and office engineering project management work related to the District's Capital Improvement Program; confers with developers, contractors and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; provides professional assistance to the District Engineer and District staff including field operations and maintenance personnel in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy General Manager/District Engineer. May provide technical direction to contract engineering and project staff.

CLASS CHARACTERISTICS

This is a full-journey level class with responsibilities focused on planning, design, construction and maintenance of District engineering projects, requiring a high level of skill and independent judgment. Successful performance of the work requires a professional background as well as skill in coordinating work with those of other District departments and public agencies and dealing with the public.

EXAMPLES OF DUTIES (Illustrative Only)

- Prepares designs, specifications, plans, estimates and reports for the development and modification of District projects and various facilities and appurtenances.
- Prepares bids and specs for distribution and participates in all phases of the bid process according to public sector requirements.
- Designs or prepares contract documents and specifications for District engineering projects.
- Coordinates the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Negotiates and administers contracts for construction projects; ensures contractor compliance with District standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Conducts engineering and related studies, evaluates alternatives, makes recommendations and prepares reports for the Board of Directors.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.

- Conducts field inspections of new public sewer systems and/or repairs made by contractors, owners, other agencies and district crews.
- Participates in District long and short-range improvement and preventive maintenance activities.
- Directs and oversees the work of contractors and support staff on a project or day-to-day basis; instructs staff in work procedures.
- Estimates and maintains budget for expenditures related to engineering consulting services necessary for capital improvement projects.
- Interprets and administers applicable laws and ordinances governing engineering work.
- May act as the District's liaison with a variety of committees, commissions, construction and design engineers, developers and represents the District and the department in meetings with other public, regulatory and private organizations.
- Assists in the planning and administration of the capital improvement budget.
- Prepares a variety of written correspondence, reports, plans, procedures, ordinances and other written materials.
- Assists with the mapping and development of the geographic information systems of the District.
- Maintains accurate records and files.
- Monitors changes in laws, regulations and technology that may affect office operations; recommends policy and procedural changes as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures and standards related to District infrastructure development and maintenance.
- Principles and practices of civil engineering.
- Principles and practices of cost estimation and contract administration.
- Methods, materials, and techniques used in the construction of public utilities projects.
- Practices related to surveying, including reviewing and preparing maps and legal descriptions.
- Computer applications related to the work, including computer-aided drafting concepts and applications.
- Applicable laws, codes and regulations.
- Sources of information related to engineering theory and practices applicable to water distribution and wastewater collections.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Safety hazards and safety precautions related to work assignments.
- Basic supervisory principles and practices.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Skill in:

- Developing and reviewing plans for water and wastewater treatment plants and distribution and collection facilities projects.
- Developing and administering contracts for professional services and construction in a public agency setting.
- Conducting complex civil engineering research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Instructing staff in work procedures.
- Working under pressure and coordinating numerous activities.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Equivalent to graduation from an accredited four-year college or university with major course work in civil engineering or a related engineering field.

Experience:

Five years of professional engineering design, construction supervision of increasing complexity, plan review and project administration experience, preferably in a public agency setting.

License:

Must possess California State Registration as a Certified Professional Civil Engineer. Must possess a valid California class C driver's license and satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect District development and construction sites, to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

FLSA Status: Exempt not eligible for overtime
Bargaining Unit: Teamsters Local 890