



Marina Coast Water District

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

PROJECT MANAGER

DEFINITION

Responsible for general management of a major project of moderate scope; perform complex professional project management work as a team member for capital and operating projects and strategic issues within District policies; provides assistance to the District Engineer and staff including field operations and maintenance personnel in areas of expertise; performs a variety of studies and prepares and presents staff reports; participates in and review initiation, planning, change management, control, and close-out procedures; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Engineer. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a management level class with responsibilities focused on planning and implementation of District projects, requiring a high level of skill and independent judgment. Successful performance of the work requires a professional background in project and construction management, as well as skill in coordinating work with contractors, developers, public agencies and dealing with the public.

Examples of Duties (Illustrative Only)

- Coordinates with District Engineering staff and outside engineering consultants for the design, specifications, plans, estimates and reports for the development and modification of District projects and various facilities and appurtenances.
- Prepares contract bids and specs for distribution and participates in all phases of the bid process according to public sector requirements.
- 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 studies, evaluates alternatives, makes recommendations, prepares and present 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 planning, design, and construction of capital improvement projects.
- Procures necessary project permits from regulatory agencies.
- Coordinates getting easements and property associated with project needs.
- 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.
- 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 public bidding and contracting processes.
- Methods, materials, and techniques used in the construction of public utilities projects.
- Computer applications related to the work, including project management software.
- Applicable laws, codes and regulations.
- Water distribution and wastewater collections systems.
- Practices of evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Safety hazards and safety precautions related to work assignments.
- 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 administering contracts for professional services and construction in a public agency setting.
- Evaluating alternatives, making sound recommendations, and preparing effective 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.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

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

Experience:

Five years of increasingly responsible professional project and construction management experience in the management, development, and completion of redevelopment/economic development programs, preferably in a public agency setting. Water and Wastewater experience highly desirable.

License:

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 Unit, Local 890