



## Marina Coast Water District

920 2<sup>nd</sup> Avenue Suite A, Marina, CA 93933  
(831) 384-6131 | Fax (831) 883-5995

## PROJECT MANAGER JOB FAMILY (PROJECT MANAGER I, PROJECT MANAGER II, & SENIOR PROJECT MANAGER)

### DEFINITION

Under direction (Project Manager I) to general direction (Project Manager II and Senior Project Manager), responsible for the general management of projects of varying size and scope; performs 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

Project Manager I: Receives direct supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

Project Manager II: Receives general direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

Senior Project Manager: Receives general direction from the District Engineer. Exercises direct and indirect supervision over assigned professional, technical, and administrative staff. Provides training to lower-level staff.

### CLASS CHARACTERISTICS

Project Manager I: This is the entry-level classification in the professional Project Manager series. Initially under close supervision, incumbents learn and perform routine tasks in the field of civil engineering. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Project Manager II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Project Manager II: This is the journey-level classification in the professional Project Manager series. Positions at this level are distinguished from the Project Manager I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Project Manager in that the latter performs the more complex work assigned to the series, such as serving as project manager for complex engineering projects and providing complex staff assistance to the District Engineer and provides technical and functional direction over lower-level staff.

**Senior Project Manager:** This is the advanced journey-level classification in the Project Manager series responsible for performing the most complex work assigned to the series. Incumbents oversee highly complex capital project management operational functions exercising direct supervision over assigned staff and have responsibility for significant budgets and funding levels. Decision-making includes establishing work unit objectives and goals, exercising considerable discretion in selecting the method to address a problem or issue, and fostering collaboration among and between the work units supervised as well with work units under the direction of others. Positions in the classification rely on experience and judgment to plan, organize, review, and personally perform professional project management work, as well as provide professional-level support to assigned management staff in a variety of areas of expertise. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services/complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

## **EXAMPLES OF DUTIES (Illustrative Only)**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Project Manager I level may perform some of these duties and responsibilities in a learning capacity.

- Conducts studies, evaluates alternatives, makes recommendations, prepares, and presents 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,
- Assists with developing criteria for evaluating programs, proposals, and other pertinent information related to project assignments.
- Coordinates the development of consultant requests for proposals for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Prepares contract bids and specs for distribution and participates in all phases of the bid process according to public sector requirements.
- 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.
- Compiles and distributes project information, project status reports, and project budget expenditures.
- 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.
- Effectively representing the department and the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and individuals.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

In addition to duties listed above, when assigned as Senior Project Manager:

- Assists the District Engineer in planning, organizing, coordinating, and directing capital improvement projects, providing insight and input into the conceptual design of engineering projects, and investigating and resolving problems with scope of work or cost issues.
- Plans, coordinates, and evaluates capital infrastructure and maintenance programs and projects; develops short- and long-term strategies; identifies and prioritizes initiatives based upon organizational priorities; administers ongoing daily operations to comply with strategic goals, project schedules, and preferred outcomes; manages program planning and resource deployment; and ensures compliance with all policies, procedures, quality, and performance standards.
- Responsible for scope development, project documentation, cost estimating, project monitoring, payables and change order authorization, quality control, project research, project tracking, and construction inspection.
- Serves as a subject matter expert and uses technical and analytical expertise to develop findings.
- Researches, analyzes, develops, and reviews studies, allocations, and related reports, contracts, proposals, materials, presentations, and other documents; and develops and makes recommendations to higher-level staff.
- Develops and administers budgetary and procurement processes; manages contracts; researches and analyzes financial information; makes resource allocation recommendations; and implements resource allocation decisions.
- Oversees the preparation of or prepares contracts, reports, records, plans, and other documents involved in managing the area of assignment; oversees and participates in the research and analysis of policy and related information; and makes recommendations to higher-level management staff.
- Supervises assigned management, professional, paraprofessional, and support staff; and is responsible for conducting performance evaluations, employee development, hiring, discipline, and termination procedures.
- Communicates project methodology and processes to interested groups and team members.
- Coordinates project activities with other state agencies, governmental jurisdictions, or private sector partners and contractors.
- Identifies potential project risks and difficulties and designs strategies to mitigate or avoid them.
- Initiates projects, obtains authorization and commitment, and demonstrates business need and project feasibility.
- Reviews and recommends proposals and bids to management.
- Determines and recommends staffing needs for assigned activities and projects; prepares detailed cost estimates with appropriate justifications.
- Develops and reviews staff reports related to engineering activities and services; presents information to the Board of Directors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Serves as a liaison for assigned functional areas with other District departments, divisions, and outside agencies; attends meeting, as assigned; participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to assist individuals with disabilities to perform the essential functions.

**Knowledge of:**

Positions at the Project Manager I level may possess some of these knowledge and abilities statements in a learning capacity.

- Principles and practices of project management including the management of resources and budgets.
- Local, state, and federal laws and regulations relevant to the administration of the project undertaken.
- Principles and practices of cost estimation and contract administration.
- Methods, materials, and techniques used in the construction of public utilities projects.
- Research principles and practices.
- Record keeping principles and procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Principles and practices of technical report and business correspondence preparation.

**In addition to the above, the Senior Project Manager must have knowledge of:**

- Principles and practices of managing capital and maintenance programs.
- Project and contract management principles.
- Principles and practices of public administration and program management, including strategic planning, implementation, and evaluation.
- Management principles, practices, and techniques.
- Principles and practices of fiscal management and budgeting.
- Principles and practices of program planning and administration.
- Personnel management principles and practices, including employee supervision, training, and evaluation.
- Principles and practices of group facilitation, conflict resolution, and consensus building.
- Principles and techniques of effective oral presentations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned functional area.
- Public utility governance, oversight, regulations, and land development and zoning requirements.

**Ability to:**

- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare and evaluate project studies; research, analyze, and summarize data.
- Review and assess studies or reports prepared by consultants and utilize information for project completion.
- Evaluate potential construction and operational risks, materials, and project costs, and provide recommendations for mitigation measures.
- Prepare clear, concise, and accurate technical reports, notes, correspondence, and other written materials.

- Research and analyze complex problems, evaluate alternatives, and recommend effective courses of action.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

In addition to the above, the Senior Project Manager must have the ability to:

- Effectively administer capital improvement project and program and activities.
- Exercise political acumen, tact, and diplomacy.
- Manage assigned operations/programs; ensure ongoing compliance with strategic objectives and performance measures. Develop and implement policies and procedures.
- Manage and evaluate assigned staff, including training, coaching, participating in the development of goals and strategic objectives, coordinating deadlines, prioritizing work demands, and assigning/monitoring work.
- Analyze and evaluate operational programs, projects, and procedures.
- Plan, organize, coordinate, and supervise changes and improvements in public agency projects and studies.
- Manage budgets, contracts, grants, and resource allocation. Interpret, monitor, and report financial information and statistics.
- Oversee the implementation of, and adherence to, quality assurance activities and standards.
- Research, recommend, and implement industry trends, solutions, and best practices.
- Resolve complex problems within area of assignment.
- Prepare and oversee the preparation of reports, grant proposals, documents, and presentations.
- Make presentations to stakeholders, elected officials, District leadership, and the public.

### **Education and Experience:**

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

#### Education:

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

#### Experience:

- Project Manager I: Two (2) years of progressively responsible experience in a related field.

- Project Manager II: Four (4) years of progressively responsible experience in a related field.
- Senior Project Manager: Seven (7) years of progressively responsible experience in a related field, including three (3) years as a supervisor or manager.

**Licenses or Certifications:**

- Valid California class C driver's license and satisfactory driving record. (Project Manager I &II)
- Project Manager II: certification as an Associate Project Manager or Project Management Professional (PMP)
- Senior Project Manager: certification as a Project Management Professional (PMP)

**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**FLSA:**

- Project Manager I: Non-exempt, eligible for overtime**
- Project Manager II: Non-Exempt, eligible for overtime**
- Senior Project Manager: Exempt, not eligible for overtime**

**Bargaining Units:**

- Project Manager I: MCWD Employees Association**
- Project Manager II: MCWD Employees Association**
- Senior Project Manager: Teamsters Unit, Local 856**