

MOJAVE WATER AGENCY
Job Description

Job Title: Senior Project Manager/Engineering Controller
FLSA Status: Exempt
Prepared By: Mojave Water Agency
Prepared Date: June 2017
Range: 53

SUMMARY

Under general direction of the Department Head, the Senior Project Manager/Engineering Controller is responsible for planning, design and construction management of the Agency's infrastructure, as well as providing departmental oversight of all budgeting and procurement activities. Also provides technical assistance to the Department Head on in-house engineering tasks. Also performs a variety of duties relating to grant management and administration, cost estimating and scheduling.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Department Head. Exercises direct and general supervision over professional, technical and assigned administrative support staff and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is a management-level classification responsible for planning, organizing, reviewing, and evaluating the Agency's capital improvement and infrastructure development/upgrade programs. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Responsible for the planning and management of various infrastructure/facility projects, including contractor /consultant solicitation and selection; award of contracts; contract management and administration; and technical oversight of the work. Directs and/or assists in the preparation of various technical studies required for project development and execution, including environmental work, permitting, use of specialty consultants, and right-of-way acquisition.

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- Directs and / or assists with the preparation of bid/quote packages, evaluation of contractor bids/quotes, and recommendations for award. Monitors contract performance and reports status to the Department Head, General Manager and/or Board of Directors, as required.
- Responsible for all aspects of construction, repair, maintenance and replacement contracts.
- Oversees construction activities of contractors, coordinates and inspects various phases of the project; ensures workmanship conforms to specifications and adherence to schedule; resolves problems; and ensures adherence to federal, state, and local environmental rules and regulations.
- Responsible for approving change orders; preparing, reviewing, and approving non-conformance reports; performing field inspections ensuring contractor's work to be in accordance with contract documents; and preparing final project acceptance documents.
- Performs complex design engineer work, including civil, structural, mechanical, architectural, and electrical, for the development of the Agency's water distribution systems.
- Responds to information requests from contractors; evaluates and approves or disapproves the contractors' submittals and makes recommendations, as needed.
- Directs and/or authorizes the ordering of tools, equipment, and materials to be delivered at specified times in order to conform to construction schedule.
- Prepares plans and drawings by determining and establishing specifications through engineering calculations and layouts; may consult with outside consultants for preparation of plans.
- Reviews and approves designs for compliance with engineering principles, Agency standards, contract requirements, and related specifications.
- Responsible for preparation of staff reports and specific items for Board of Directors and committee agendas, and makes presentations for various subjects at committee meetings and board meetings.
- Assists Operations and Maintenance department as needed, in the acquisition of equipment and materials needed for new and existing facilities.
- Forecasts operating costs for Engineering, and Operations and Maintenance departments, prepares annual budget information, and monitors and directs/oversees project costs.
- Oversees and supervises the work of assigned staff; assigns and reviews the work of professional, technical and assigned administrative support staff; establishes employee performance expectations and evaluates performance; provides and/or coordinates employee training, works with employees to improve job-related skills and competencies; implements discipline and performance improvements plans, if necessary.
- Represents the Agency at meetings with public and regulatory officials.
- Performs related duties and responsibilities, as assigned.

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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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of engineering, with emphasis on the planning, design, construction, operation maintenance, repair and replacement of large water delivery systems.
- Principles and practices of project management, contract negotiations and project implementation; principles and practices of administration, and long-range planning for new infrastructure as well as maintenance, repair, replacement of existing infrastructure.
- Principles and practices of budgeting and purchasing, including the preparation of bidding documents.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- California Public Contract and labor codes, Federal CFR Regulations, budgeting procedures for public agencies and public project financing, including bonds, grants and loans.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices, specifications, materials, equipment, and techniques involved in the construction and operation of a water facilities; Principles and practices of project management.
- Principles and practices of contracting and budget preparation and administration.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Working knowledge of various Microsoft Office products including Word and Excel.

Ability to:

- Plan, organize, coordinate, review and evaluate the work of consultants, contractors, professional and technical staff.
- Perform and evaluate complex, responsible, and difficult professional, analytical, and administrative work involving the use of independent judgment and personal initiative.
- Manage engineering and consultant projects of complex nature.
- Work on automated drafting programs (such as AutoCAD).
- Read and understand contract documents, construction drawings and specifications.
- Prepare detailed material takeoffs and estimates for labor and equipment.
- Plan and direct the execution of public works construction contracts for both large and small capital projects.

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- Effectively present information and respond to questions from a variety of sources, including MWA employees, customers, other water agencies, regulatory agencies, vendors and MWA Board of Directors.
- Establish, maintain, and foster effective team spirit and collaboration between departments and employees.
- Define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written, mathematical or diagram form and deal with several abstract and concrete variables.
- Supervise staff and provide training and development opportunities; ensure work is performed effectively; evaluate performance in an objective and positive manner.
- Work in a fast-paced, professional office environment and balance multiple projects and deadlines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively present information and respond to questions from MWA's employees including the general public, other water agencies, MWA's Board of Directors, and regulatory agencies.
- Perform work in a variable environment where safety principles and procedures need to be tailored to deal with unforeseen hazards to minimize potential for serious injury.
- Operate standard office equipment (e.g., phone, computer, copier, fax, typewriter and calculator).

Education and Experience:

Bachelor's degree in Engineering required, plus ten (10) years of related experience (design and construction of infrastructure / water delivery & supply); and two (2) years of project management or supervisory experience. Prior public agency experience desirable.

Licenses and Certifications:

- Valid California Driver's License, Class C and current automobile insurance.
- Licensure as a California Professional Engineer (Civil), State of California.
- Certified Operator (any level) is desired.

PHYSICAL DEMANDS

The following physical demands described 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 functions.

While performing the duties of this job, the employee is regularly required to see, talk, hear, use hands to finger, handle or feel, move around office and drive a standard passenger and 4-wheel drive vehicle. The employee is occasionally required to stoop or bend, lift items up to 60 pounds, stand for long periods, worked in cramped spaces and work outside. Specific vision abilities

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

WORK ENVIRONMENT

The following work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's work environment ranges from a typical office setting to working outside. During the construction phase of a project, the employee is occasionally exposed to dust, dirt, outside weather conditions, fumes, and poor lighting. The employee is occasionally exposed to hazardous or toxic chemicals. The noise level can range from moderate to loud.