



# LAKEHAVEN WATER AND SEWER DISTRICT Job Description

<b>POSITION TITLE</b> PROJECT MANAGER (LEVEL 16)	
<b>DEPARTMENT:</b> ENGINEERING	<b>SUPERVISOR:</b> ENGINEERING MANAGER OR DESIGNEE
<b>FLSA STATUS:</b> EXEMPT	<b>INCUMBENTS(S):</b>
<b>SII CODE:</b> 5306	<b>REVISION DATE:</b> 2021-09-22
<b>REPRESENTED BY:</b> NON-REPRESENTED	<b>REVIEW DATE:</b>

## **JOB SUMMARY:**

Responsible for coordination, administration, planning, review and development of engineering designs, plans, and specifications of assigned public works projects relating to both water and sewer utility systems.

Responsible for overseeing the activities associated with water and sewer system improvement projects and activities associated with proposed land development projects as assigned.

Troubleshoots professional engineering problems in conjunction with the review of capital improvements and development projects and operations. Coordinates, as needed, with other departments and manages consulting contracts for engineering and construction management services.

Work is generally performed under general supervision.

## **ESSENTIAL JOB FUNCTIONS:**

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Supervises, coordinates, and/or develops engineering designs, plans, specifications, and cost estimates for assigned public works projects.
- Oversees and coordinates the activities associated with water and sewer system improvements required for capital improvement and land development projects, including review and evaluation of construction plans and engineering reports, review of technical issues pertaining to legal documents, analysis of service availability issues, calculation of connection charges, etc.
- Analyzes and develops solutions to complex engineering problems associated with water and sewer systems.
- Ensures that public works projects conform to District, City, County, State and Federal laws, standards, resolutions, policies, procedures, permits, regulations and codes, and

that schedules, budgets, and other commitments for multiple projects are observed.

- Reviews requests for material and equipment purchases.
- Coordinates inter-agency activities with neighboring jurisdictions.
- Interprets policies and procedures for the public.
- Assists customers and answers inquiries made by telephone, written communications, and/or e-mail.
- Participates in personnel actions for the Department, such as hiring, leaves, overtime, transfers, promotions and separations.
- Supervises, directs, assigns, coordinates, and reviews the work of assigned engineers and/or technical staff and evaluates the performance of assigned staff; recommends disciplinary actions, as appropriate.
- Assists in staff training as needed to support work activities.
- Plans work activities, provides guidance and technical assistance to assigned staff, and is responsible for daily management of projects, including the maintenance of related records and databases.
- Responsible for oversight of the annual project budgets, including controls over expenditures.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Coordinates and directs the activities of consultants and/or contractors retained to perform services for the District in conformance with applicable contracts.
- Performs research and prepares various engineering reports, documents and calculations/computations as assigned.
- Makes recommendations for needed improvements to the physical facilities of the District.
- Prepares periodic written reports on the status of assigned activities and responsibilities, including the Capital Improvement Program.
- Assists in the development and updating of the District's Comprehensive System Plans.
- Meets and consults with citizens, customers, private engineering consultants, construction contractors, land owners/developers, lawyers, representatives of other governmental agencies, and other interested parties concerning the planning, design, construction and management of public works projects and smaller engineering related assignments.
- Ensures that facility Construction Record Drawings and other records are maintained and updated as construction projects are completed.
- Operates and updates the water and sewer system computer models, and verifies their accuracy by comparing with actual facility operation data.
- May assist in the observation and supervision of construction, inspection and maintenance of the water and sewer systems undertaken by District forces.
- Assists in the development of District policies and procedures.
- May assist in grant applications for Water and Wastewater projects.
- May assist in environmental permits renewals and applications for Water and Wastewater systems.
- Participates in the development of the annual Capital Improvement Program.
- Ensures that all hiring, disciplinary and supervisory practices are in accordance with the District's overall policies and procedures and labor agreements; ensures that labor grievances are resolved at the lowest possible level.
- Assists in the selection of professional consultants, and manages those consultants who are retained to perform work on public works projects.
- Assists in overseeing and directing employees in work unit in accordance with guidelines set by department manager.
- Work with the department manager and staff for effective and efficient operation and management of the District.

### **EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with a Bachelor of Science Degree in Civil or Sanitary Engineering. Preference may be given to applicants with a Master's degree in a related field, or additional Engineering License endorsements.
- Must possess a current Professional Civil Engineering license issued by the State of Washington, or from another state if a Washington State license can be obtained within a year of the employment.
- Minimum of six (6) years of increasingly responsible civil engineering experience in the principles and practices of planning, design, and construction of public works projects, preferably water and/or sewer facilities.
- Minimum of two (2) years of project management experience in municipal public works projects and operations, preferably for a water and/or sewer utility.
- Minimum of one (1) year of supervisory experience is desirable, but not required.

## **KNOWLEDGE SKILLS AND ABILITIES:**

- Demonstrates good civil engineering technical background and knowledge of water and sewer utility system technologies and engineering principles and practices.
- Strong knowledge of and a demonstrated ability to interpret engineering plans and specifications.
- Good ability to make effective presentations on complex subjects at public meetings - including Board of Commissioners meetings and at various other meetings throughout the community.
- Strong ability to interact positively and effectively with diverse individuals within and outside the organization to accomplish common goals.
- Strong ability to establish effective work relationships with other District employees, representatives of similar agencies, and the public.
- Comprehensive knowledge and proficient use of personal computers and word processing, spreadsheet, and database software.
- Advanced analytical skills to assess trends and develop strategies for action.
- Excellent oral and written communication skills, including the ability to write technical reports.
- Proactive problem solving skills and the ability to enhance creative talents of subordinates.
- Skills associated with drafting (AutoCAD preferred).
- Strong knowledge of construction management procedures.
- Demonstrable working knowledge of development, forecasting, analysis of operating and capital budgets.
- Good knowledge of contract management procedures.
- Demonstrated ability to manage multi-disciplinary projects.
- Understanding and working knowledge of modern management techniques and principles.

## **GENERAL REQUIREMENTS:**

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate strong written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

## **SPECIAL REQUIREMENTS:**

- Must have valid WA State Driver's license.
- Requires attendance at meetings or public hearings in the District offices or off-site. Some meetings are held during the evenings.

## **WORK ENVIRONMENT:**

- Work is generally performed in an office environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.

- Requires work outdoors for limited periods of time in all types of weather conditions.
- Requires visual and hearing acuity and limited manual dexterity to lift, bend, stoop, climb, and walk on uneven terrain.

**MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:**

- General Office Equipment (computer, copier, fax, phone, etc.).
- General Office Software (Windows, Outlook, Word, Excel, PowerPoint, etc.).
- Passenger vehicles, sport utility vehicles, and/or pick-up trucks.
- All Personal Protective Equipment (PPE's) associated with working conditions (i.e. hard hat, eye protection, safety vest, and safety footwear). Level of PPE protection will be determined by District and safety guidelines.

**PHYSICAL DEMANDS:**

**N:** Never (not at all)

**O:** Occasional (1-33% of the time)

**F:** Frequent (34%-66% of the time)

**C:** Constant (67%-100% of the time)

STRENGTH:  Sedentary  Light  Medium  Heavy  Very Heavy

	Frequency	Comments	
Sitting	C		
Standing	F		
Walking	F		
Driving	F		
Lifting: 50 lbs.	O		
Carrying: 50 lbs.	O		
Push/Pull: 50 lbs.	O		
Climbing Stairs/Ladders	F		
Working at Heights/Balancing	O		
Bending at Waist	O		
Twisting at Waist	O		
Crouching/Kneeling	O		
Crawling	O		
Reaching	O		
Repetitive Motion	F		
Handling/Grasping	F	Pinch Grasp 50%	Whole Hand Grasp 50%
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	C		
Hearing	C	Indoors 75%	Outdoors 25%
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.