

JOB TITLE: **CAPITAL PROGRAM MANAGER (Treatment)**

RANGE: 17

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DEPARTMENT:

Alliance

SUPERVISED BY:

Principal Engineer

FLSA STATUS:

Exempt

JOB SUMMARY:

The Capital Program Manager (Treatment) is responsible for the capital improvement program for the regional wastewater treatment and transmission systems. The person in this position is expected to plan, prioritize, develop, coordinate, permit and implement all new capital and Repair and Replacement (R&R) projects associated with maintaining, improving, and expanding the wastewater treatment and transmission systems in accordance with established asset management objectives and ensuring continuous, reliable system capacity, service and environmental performance, meeting or exceeding all program and permit requirements, in a financially responsible manner.

DISTINGUISHING FEATURES:

This is an exempt-level management classification and not part of a series. This position is responsible for a major program with organization-wide impacts. Applies specialized and advanced knowledge of engineering and managerial principles and practices to achieve overall program goals and objectives. Drives program performance through the application and demonstration of skills, behaviors and attitudes consistent with the profession's standards and in alignment with District values. Independently carries out multiple assignments concurrently with a moderate to high degree of complexity, exercising initiative and professional judgment. Work is frequently new and varied, operating from established procedures and participating in developing new practices and procedures.

MINIMUM QUALIFICATIONS:

Demonstrated knowledge of:

- Current principles and practices of asset management.
- Current principles and practices of project management and administration of public works projects.
- Current engineering principles, standards, methods, and practices specifically for public works and wastewater collection, conveyance and treatment facilities.
- Current construction methods and material applications, including wastewater systems and facilities and their upgrade, rehabilitation and replacement.
- Standard Specifications and special provisions related to wastewater collection, conveyance and treatment systems.
- Federal, State, and local water quality, environmental, and natural resource regulations, codes, and standards.
- Public agency procurement and bidding laws in the state of Washington.
- Municipal government, utility operations, including budget processes.

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Skill in:

- Managing multiple projects simultaneously and meeting project objectives and deadlines.
- Communication, writing, speaking and presentation.
- Translating and communicating complex and highly technical information into formats understandable to groups and individuals with varying levels of knowledge and expertise.
- Critical and analytical thinking and decision-making.
- Collaboration, conflict management, gaining cooperation and building consensus
- Meeting planning and facilitation.
- Coordinating and directing the work of professional and technical staff and consultants.
- Analyze, create and present technical information clearly and concisely in data, graphic and narrative formats.
- Conducting Business Case Evaluations, including economic analysis of engineering options.
- Proficient use of computer software, including Microsoft Word, PowerPoint, Excel, Outlook, Project, Bluebeam Revu.

Demonstrated ability to:

- Research and identify alternatives, recommend solutions and implement recommendations in support of established program goals and objectives.
- Interpret, understand, apply and explain relevant local, state and federal laws, regulations, codes and standards.
- Prepare, organize and maintain detailed and accurate program and project documents and records.
- Lead, motivate and develop individuals and teams of people to achieve program goals.
- Implement standardized processes, tools and formats for project management, design and permitting.
- Pass all required safety training classes and apply those concepts to the work environment.
- Understand and follow directions, effectively adjust to changing priorities.
- Problem-solve and multi-task, being decisive in taking actions and making decisions.
- Establish and maintain effective working relationships with those contacted in the course of work, including a variety of District, local, and state government officials, community groups, and the general public.
- Work productively and collaboratively with other staff, peers, consultants, and contractors in a professional manner.

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- Work independently and as part of a team.
- Maintain a professional and respectful working environment.
- Exercise tact, discretion, and sound judgment in addressing sensitive or confidential matters.
- Wear and properly use personal protective equipment and perform all work in a safe manner.
- Safely operate a motor vehicle.
- Maintain sustained attention to detail and work under the pressure of deadlines.
- Be dependable and punctual in reporting to work as scheduled.

Certification and Licensure:

- Licensure as a Professional Engineer in the State of Washington or ability to obtain licensure via reciprocity within twelve-months of the date of hire.
- Certified Project Management Professional, preferred.
- Possess and maintain a valid state-issued driver's license with a good driving record.

EDUCATION AND EXPERIENCE:

Any equivalent combination of education and experience that provides the knowledge, skills and abilities to successfully perform and fulfill the duties and responsibilities of the job. A typical way to obtain the knowledge and abilities would be:

- Bachelor's of Science degree from an accredited program in Civil Engineering or closely related field.
- Seven years of increasingly responsible engineering experience, including planning, design and engineering for wastewater facilities
- Five years of project management experience: planning, scheduling, delivering, monitoring and problem-solving wastewater and civil construction projects.
- Two years of experience developing and managing a municipal public works/utilities capital improvement program.

WORKING CONDITIONS:

Work is performed primarily in an office environment but with frequent travel to remote facilities and field locations, including occasional work in inclement weather conditions. Requires strength and mobility for this setting and the ability and willingness to move about various sites, including the ability to walk, climb, crawl and access facilities, including confined spaces and field construction sites; sufficient agility to safely navigate uneven terrain and slippery surfaces. Office work typically requires strength and mobility for an office

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environment, including prolonged sitting and use of a computer and the ability to occasionally lift up to 25 pounds. May include exposure to a variety of health and safety conditions associated with wastewater systems and facilities, including toxic, corrosive, and combustible fumes and chemicals, high-voltage equipment, and raw sewage. Corrected vision sufficient for use of computers and review of plans and other detailed documents. Flexible hours with some evening and weekend work may be required. Standing for extended periods in public meetings or presentation situations may be required.

TYPICAL DUTIES & RESPONSIBILITIES:

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. The individual in this position may perform all or some combination of the duties listed below, as well as other related duties. The District reserves the right to add, modify or remove duties as appropriate to meet business needs.

Program Management and Administration. Oversees the development and delivery of all capital project work, coordinating with project stakeholders, regulatory agencies, city and county staff, contractors, consultants and District personnel. Optimize investments in assets and facilities, incorporating level of service expectations, life cycle costs and acceptable levels of risk for the facilities and equipment. Recommend, establish and maintain the overall prioritization, sequencing, and schedule of projects. Deliver projects to completion within established scope, schedule and budgets. Forecast, plan, and procure external consultant resources. Prepare staff reports, documents and presentations for Board consideration.

Project Management. Acts as a project manager, as needed. Direct and oversee preparation, submittal and obtainment of all necessary local, state and federal permits and approvals. Coordinate real property acquisition. Negotiate with contractors and consultants; Procure and manage external consultant resources and contracts. Prepare project staff reports, documents and presentations. Coordinate project activities with those of other divisions, departments, and outside agencies and organizations.

Planning. Develop, evaluate, recommend and initiate both short-term and long-term program management strategies, analyzing feasibility assessments, reports, and other information as necessary to identify and develop capital projects. Prepare and/or manage the preparation of planning documents and managing interaction with local, state and federal regulatory agencies in coordination with the District Regulatory Compliance Manager. Develop and update the capital improvement plan document. Gather, manage, and analyze data in support of efficient and effective resource allocation to Capital Improvements Projects.

Finance and Budget. Coordinate and align capital projects with program funding and cash flow. Prepare, review, and administer project and program budgets; Identify external funding sources; participate in the preparation of grant and loan proposals and bond issuances.

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Monitor expenditures and provide information on a continuous basis for ongoing financial planning. Prepare and present routine reports updating senior management, General Manager and elected officials, tracking and monitoring key program and project performance metrics.

Engineering and Technical Support. Investigate and direct problem-solving associated with complex design and construction needs. Provide design and regulatory interpretations. Review the work of staff and consultants for technical accuracy, completeness and conformance with established standards and specifications.

Communications and Public Relations. Serve as a contact and liaison between major stakeholders, city and county staff, community groups, private property owners, District staff and regulatory agencies. Respond to and resolve citizen inquiries and complaints. Amicably resolve and address construction issues affecting stakeholders and the public. Attend and participate in public meetings, hearings, committees and Board meetings, ensuring that interests in the local and regional wastewater systems and operations are represented.

Other Duties:

Attends and participates in professional associations and stays abreast of emerging regulations, new trends and innovations. May occasionally act in the capacity of the Principal Engineer, as assigned. Follow District regulations, codes, policies, practices, and management directives. Follow occupational health and safety policies and procedures. Demonstrate regular and reliable attendance. Perform other duties as assigned.

RELATIONSHIP WITH OTHERS:

The individual in this position has daily in-person, telephone, and written engagement with a wide variety of contacts for the purpose of information sharing, work coordination, and problem-solving. Contacts include management, staff, consultants, contractors, City and County staff, state regulatory authorities and other external project stakeholders involved in or associated with the projects and programs.

SUPERVISION:

Exercised: No direct supervision. Coordinates and directs the work activities of assigned personnel and consultants.

Received: This position works with a high degree of independence under the direction of the assigned manager. Work is reviewed periodically at meetings for compliance with applicable laws, regulations, rules, policies and standards. Direction is received through formal and informal communications, conferences, and meetings. A formal evaluation of the employee's performance and work is conducted at least annually through the performance appraisal

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process. The majority of the work is self-directed and initiated based on achieving the program goals and objectives, and organizational mission.

SPECIAL REQUIREMENTS:

- Pass all required safety training classes and apply those procedures to the work environment.
- Possess a valid state-issued driver's license with a good driving record and be qualified to obtain and maintain coverage through the District's vehicle insurance program.
- Maintain appropriate physical fitness to perform essential job functions.
- Required to work the normal working hours as defined for the position and facility assigned.
- Final offer of employment is contingent upon successful completion of a reference check.