
DEPARTMENT: Alliance/Engineering	SUPERVISED BY: Principal Engineer/Capital Program Manager	FLSA STATUS: Exempt
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JOB SUMMARY:

This position performs engineering project management for a variety of wastewater projects, managing the development, administration, design, construction and inspection of Capital and Repair and Replacement (R&R) projects associated with either the regional treatment and transmission systems or the local collection and transmission system and facilities, depending upon assignment. The position plans, supervises, coordinates and manages all activities through the project life-cycle, ensuring the timely, accurate and cost-effective completion of all projects assigned within established guidelines. Activities include coordinating the work of project teams, including staff and consultants. This position requires understanding and the ability to interpret and apply all District, local, state and federal laws, regulations, policies and standards associated with the design, bidding and delivery of civil engineering construction projects.

DISTINGUISHING FEATURES:

This is an exempt, journey-level position in the Project Manager classification series. The employee in this position will be assigned work in either the regional transmission and treatment or local collection and conveyance programs. This position exercises initiative in independently carrying out multiple assignments that have a moderate degree of complexity. Work is frequently new and varied, operating from established procedures but sometimes participating in developing new practices and procedures. The position requires specialized and professional knowledge, skill and expertise, exercising independent judgment and operating under supervision from the assigned manager through regular meetings and evaluation of results.

MINIMUM QUALIFICATIONS:

Demonstrated knowledge of:

- Current principles and practices of civil engineering.
- Current principles and practices of project management and administration of public works projects.
- Current principles and practices of asset management.
- Current construction methods and material applications, including wastewater systems and facilities and their upgrade, rehabilitation and replacement.
- Standard Specifications, special provisions related to wastewater collection, conveyance and treatment systems.
- Wastewater and construction safety programs and requirements.
- Wastewater treatment process, theories, and technologies.
- Engineering standards, methods, and practices specifically for public works and wastewater collection, conveyance and treatment facilities.
- Hydrology, hydraulics, computer modeling, soil and geotechnical engineering.
- Occupational hazards associated with the work.

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Skill in:

- Managing engineering projects on time, on schedule, on budget, and satisfying project goals and objectives.
- Researching and analyzing complex data and information accurately and adopting a logical and effective course of action.
- Preparing and maintaining detailed, accurate, and organized project documents and reports
- Communications, writing, speaking and presentation.
- Translating and communicating technical information into formats understandable to groups and individuals with varying levels of knowledge and expertise.
- Critical and analytical thinking and decision making.
- Use advance mathematics and apply scientific rules and principles to express ideas and solve problems.
- Meeting planning and facilitation.
- Proficient use of computer software, including Microsoft Word, PowerPoint, Excel, Outlook, Project, GIS, project management/construction management applications and document collaboration and markup tools, Bluebeam Revu preferred.

Demonstrated ability to:

- Manage multiple projects simultaneously and meet project objectives and deadlines.
- Coordinate and direct the work of professional and technical staff and consultants.
- Read, interpret, understand and explain engineering data, plans, reports, surveys, and specifications.
- Research and identify alternatives, recommend solutions, and implement recommendations in support of established goals.
- Read, interpret, apply and explain Federal, State, and local policies, procedures, laws and regulations, and departmental policies and procedures.
- Analyze problems, draw logical conclusions, identify alternatives and recommend solutions with consideration of the consequences of proposed actions.
- Create and present technical information clearly and concisely in data, graphic and narrative formats.
- Perform research, analysis and computer modeling on civil engineering issues, problems and data.
- Prepare and present clear and concise written reports and presentations.
- Communicate effectively both orally and in writing.
- Collaboration, conflict management, gaining cooperation and building consensus.
- Convey technical information to varied audiences, adjusting level.
- Prepare and maintain accurate and organized project documents and files in electronic format.
- Communicate effectively both orally and in writing.
- 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.

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- Use standard business English to compile information and prepare written documents on paper, computers.
- Work independently and as part of a team.
- Pass all required safety training and apply the procedures and concepts to the work environment.
- 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 Civil Engineering in the State of Washington or ability to obtain licensure via reciprocity within twelve-months of date of hire.
- Certification as a Project Management Professional, preferred.
- Possess and maintain a valid state-issued driver's license with a good driving record.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience that provides the knowledge, skills, and abilities to effectively perform the work. A typical way to acquire this includes:

- Bachelor of Science degree from an accredited program in Civil Engineering or closely related field.
- Five years of increasingly responsible engineering experience, including:
 - the planning and design of wastewater collection, conveyance and transmission, and pumping systems,
 - design and process engineering for wastewater treatment facilities
- Three years of project management experience; planning, scheduling, monitoring and problem-solving civil construction projects, wastewater preferred.

WORKING CONDITIONS:

Work is performed primarily in an office environment but with frequent travel to remote facilities and field locations, including 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, and sufficient agility to safely navigate uneven terrain and slippery surfaces. Office work typically requires strength and mobility for an office environment, including prolonged sitting, computer use, and occasionally lifting up to 25 pounds. May include exposure to a variety of health and safety conditions associated with a wastewater treatment plant and facilities, including toxic, corrosive, and combustible fumes and chemicals, high voltage equipment, and raw sewage. Corrected vision sufficient for use of computers

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and review of plans and other detailed documents. Flexible hours with some evening and weekend work 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.

Project Management. Manages the planning, contract administration and management, design, and permitting, including environmental clearances, outreach and real property acquisition for multiple engineering projects. Specific Project Management duties include work in the following subareas: Project schedules, project management plans, project resourcing, cost estimating, project scopes-of-work, permit requirements, property easements and right-of-ways, negotiations and management of consultant contracts; manages and develops or directs the development of project scope, schedule, budget and quality throughout the duration of the project. Oversees the design team’s development of construction plans, specifications, and estimates, including special provisions and manages and maintains product quality. Procures consulting resources as needed, negotiating and administering professional services contracts. Utilizes project management tracking systems in the accomplishment of the work. Maintains current knowledge of and manages environmental clearances and permits, real property acquisition and local, state and federal public works funding programs. Prepare, monitor and adjust project schedules; coordinate efforts with operations and maintenance staff during all phases of a project: planning, design, construction, start-up and commissioning and project close-out and warranty periods. Identify, communicate and manage project risks. Research and participate in resolving project elements that could result in disputes, claims and other issues arising during construction. Manage project development to establish the most cost effective and highest quality project. Perform Business Case Evaluations to include life-cycle cost analyses.

Engineering. Perform engineering duties in preparing, implementing, coordinating, evaluating, and analyzing engineering projects. Maintains current knowledge of principles and practices of wastewater engineering as applied to the design and development of projects and problem-solving. Maintains current knowledge of all applicable District, local, state and federal regulatory codes and standards. Perform and review engineering calculations and modeling; Manage the condition assessment of wastewater system, facilities and equipment; work as a team member with Engineering, Operations and Maintenance staff to monitor and analyze the wastewater system for deficiencies and make recommendations for improvements in design and operation. Directly and indirectly, prepares technical engineering and administrative studies and reports. Review plans and specifications for conformance with relevant engineering codes and standards; Review engineering designs and calculations, including constructability and quality control reviews.

Communications and Public Relations. Serves as a contact and liaison between major project stakeholders, including community groups, local, state and federal agencies. Facilitates and manages the development and delivery of project outreach plans using either staff or consultants. Responds

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to and resolves citizen inquiries and complaints. Coordinates real property acquisition efforts including direct contact with private property owners. Develops effective communications, including addressing and successfully resolving construction conflicts affecting the public, contractors and engineers. Participates in public information and outreach efforts.

Other Duties. 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.

SUPERVISION:

Exercised: No direct supervision. Reviews and directs the work of any assigned project staff and consultants. Reviews work through formal and informal means.

Received: This position works independently under the direction of the assigned manager. Work is reviewed regularly for compliance to 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 process. Specific assignments and direction will be given, with routine work that is also self-directed and initiated based on the District's goals, objectives and 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.