
DEPARTMENT:

Alliance

SUPERVISED BY:

Principal Engineer

FLSA STATUS:

Exempt

JOB SUMMARY:

This position performs advanced engineering project management for a variety of complex wastewater projects, managing the development, administration, and design of Capital and Repair and Replacement (R&R) projects associated with the regional treatment and transmission systems and facilities. The position plans, supervises, coordinates, and manages all activities throughout the project life cycle, coordinating and directing the work of multi-disciplinary project teams, including staff and consultants, to ensure the timely, accurate, and cost-effective completion of projects within established guidelines. This position requires an understanding of wastewater treatment processes and facilities and the ability to interpret and apply all local, state, and federal laws, regulations, policies, and standards.

DISTINGUISHING FEATURES:

This is an exempt senior position in the Project Manager classification series. The position displays initiative in independently carrying out multiple assignments concurrently, with a high degree of complexity. Work is frequently new and varied, operating within established procedures but, in some cases, participating in the development of new practices and procedures. The position requires specialized and advanced knowledge and expertise in wastewater treatment and project management, exercising independent professional judgment while operating with limited supervision. Applies and demonstrates skills, behaviors and attitudes consistent with the profession's standards and in alignment with District values. This position is distinguished from the Project Manager by the scope, scale and complexity of projects assigned, years of experience and the degree of professional knowledge, skill and judgment exercised.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Current principles and practices of project management and the administration of public works projects.
- Current Principles and Practices of Asset Management.
- Current materials and methods involved in construction of wastewater systems and facilities, and their upgrade, rehabilitation and replacement.
- Standard Specifications and special provisions related to wastewater collection, conveyance and treatment systems.
- Occupational health and safety programs, standards and requirements and the occupational hazards associated with the work.
- Wastewater treatment methods, theories, and technologies.
- Current engineering principles, standards, methods, and practices specifically for public works and wastewater conveyance, transmission, and treatment facilities.
- Hydrology, hydraulics, computer modeling, soil and geotechnical engineering.
- Pertinent Federal, State and local laws, codes, standards, and regulations.

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Skill In:

- Managing large and complex engineering projects on time, on schedule, and on budget, while ensuring project goals and objectives are met.
- Managing multiple projects simultaneously and meeting project objectives and deadlines.
- Read, interpret, understand and explain complex engineering data, plans, reports, surveys, and specifications.
- Analyze problems, draw logical conclusions, identify alternatives and recommend logical solutions with consideration of the consequences of proposed actions.
- Preparing and maintaining detailed, accurate, and organized project documents, records and reports.
- Communication, writing, speaking and presentation.
- Translating and communicating complex, highly technical information into formats that are understandable to groups and individuals with varying levels of knowledge and expertise.
- Critical and analytical thinking and decision-making.
- Applying advanced mathematics and scientific rules and principles to express ideas and solve problems.
- Collaboration, conflict management, gaining cooperation and building consensus.
- Meeting planning and facilitation.
- Coordinating and managing professional and technical staff and consultants, including training and mentoring staff.
- Proficient use of computer systems and software, including Microsoft Word, PowerPoint, Excel, Outlook, Project, GIS, project management/construction management applications and document collaboration and markup tools, Bluebeam Revu preferred.

Ability to:

- 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.
- Perform and/or review advanced engineering computations, research, analysis and computer modeling.
- Coordinate, plan and effectively facilitate meetings.
- 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.
- Use standard business English effectively to compile information and prepare written documents on paper and on computers.
- Work productively and collaboratively with other staff, peers, consultants, and contractors in a professional manner.
- Work independently and as part of a team.
- Pass all required safety training and apply the procedures and concepts to the work environment.

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- 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, Civil Engineer, in the State of Washington or the 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 & EXPERIENCE:

Any combination of education, training, and experience that provides the requisite knowledge, skills, and abilities to successfully perform the duties and fulfill the responsibilities of the position. A typical way to achieve that would be:

- Bachelor of Science degree in Civil, Environmental, or Mechanical Engineering from an EAC/ABET-accredited program or degree in a closely related field.
- Seven years of increasingly responsible engineering experience, including:
 - The planning and design of wastewater collection, conveyance, transmission and pumping systems.
 - Design and process engineering for wastewater treatment facilities.
- Five (5) years of project management experience: planning, scheduling, monitoring and problem-solving wastewater and civil construction projects.

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, as well as the ability and willingness to move about various sites. This includes the ability to walk, climb, crawl, and access facilities, such as confined spaces and field construction sites, with sufficient agility to safely navigate uneven terrain and slippery surfaces. Office work typically requires strength and mobility for prolonged periods of sitting, the use of a computer, and the ability to occasionally lift up to 25 pounds. May include exposure to various health and safety hazards associated with a wastewater treatment plant and its 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.

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

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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, scheduling, contract administration, design, 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 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 the development and review of complex special provisions. Procures consulting resources as needed, negotiating and administering professional services contracts. Utilizes project management tools and systems to accomplish the work. Coordinates and directs the bid and award of large, complex public works projects. Prepares or directs the preparation of and reviews complex technical engineering, environmental and administrative studies and reports; validates technical and economic analyses. Reviews plans and specifications for conformance with relevant engineering codes and standards; reviews complex engineering designs and calculations, including constructability and quality control reviews. Establishes and reviews system and equipment specifications and requirements; determines suitability of new or existing equipment, processes and systems. Maintains current knowledge of all applicable local, state, and federal regulatory codes and standards, as well as environmental clearances and permits, real property acquisition, and local, state, and federal public works funding programs. Communicate and coordinate efforts with operations and maintenance staff during all phases of a project, including start-up and commissioning, 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, including life-cycle cost analyses.

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 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. Prepares and delivers technical presentations to committees, staff, regulators and others.

Other Duties.

Utilize functional area technical expertise to meet the needs of assigned projects. Use soft skills and leadership competencies to achieve established project outcomes. Coordinate and direct the development of applications for state and federal public works funding; administer awards to

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comply with funding requirements. Routinely visit and observe the wastewater facilities. Follow District regulations, codes, policies, practices, and management directives. Follow occupational health and safety policies and procedures. Demonstrate regular and reliable attendance, be dependable and punctual in reporting to work as scheduled. Safely operate a motor vehicle. Represent the organization and programs confidently and positively with internal and external audiences. Involve other people and groups of people in problem-solving and decision-making, aligning their interests with program goals and objectives. Perform other duties as assigned.

RELATIONSHIP WITH OTHERS:

This position requires daily in-person, telephone, and written contact with staff and stakeholders for the purpose of information sharing, work coordination, and problem-solving. Includes direct contact with management, staff, consultants, contractors, local agency staff, state regulatory authorities, and other external project stakeholders, including the general public, involved in or associated with the work.

SUPERVISION:

Exercised: No direct supervision. Provides technical direction and oversight of assigned professional, technical, and administrative staff, prioritizing, coordinating and assigning project work tasks and activities. Reviews work through formal and informal means.

Received: This position works with a high degree of independence under the direction of the Principal Engineer. 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 process. While specific assignments and directions may be given, the majority of the work is self-directed and initiated based on program goals and objectives.

SPECIAL REQUIREMENTS:

- Pass all required safety training classes and apply those procedures to the work environment.
- Maintain appropriate physical fitness to perform essential job functions.
- Occasionally work long hours, including evenings and weekends, on an as needed or emergency basis.
- Final offer of employment is contingent upon successful completion of a reference check.