

PROJECT MANAGER (WATER AND WASTEWATER)

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position involving the development and oversight of municipal water and wastewater projects from initial conception to final completion. Such projects involve a high level of complexity in terms of size and cost and the Project Manager (Water and Wastewater) is responsible for all aspects of the assigned projects including the direction of consultants and contractors. The incumbent develops project performance criteria, budgets and schedules, prepares documents for procurement of internal and external services and monitors projects, consultants and contractors for conformance to project cost, schedule and technical objectives. The incumbent will typically be responsible for multiple projects. The Project Manager (Water and Wastewater) is responsible directly to the organization management team and may supervise subordinate staff.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Confers with municipalities, contractors, consulting engineers, architects and others regarding capital projects and proposed construction;
2. Develops scopes of service and establishes budgets for internal and external environmental design, cost estimating, scheduling, testing and exploration services and participates in developing, obtaining and evaluating contracts for same;
3. Develops cash flow projections, conducts project initiation and subsequent meetings with end user and project team to discuss objectives, review project status and resolve design issues;
4. Coordinates all bidding activities and ensures compliance with all legal requirements;
5. Coordinates the receipt and review of required documents from consultants, testing and construction contractors, issues notices to proceed to construction contractors and coordinates project initiation meeting with consultants and contractors
6. Monitors consultants and contractors for conformance to all requirements throughout the term of the project;
7. Monitors project costs and budget, reviews monthly consultant and contractor voucher requests for payments and recommends for approval;
8. Monitors contractor technical submissions and responses from consultants, reviews and approves project additional work requests, reviews and recommends contract change orders for management and Board approval;
9. Attends project meetings on a weekly or bi-weekly basis and attends special meetings as necessary to resolve project-specific issues and problems arising during construction;
10. Coordinates the development of testing and startup procedures with construction contractors, consultants and operational personnel, assures that operational manuals are submitted and approved prior to testing and startup activities, coordinates startup activities, assures tests are documented and results are acceptable, coordinates the development of operation procedures and coordinates training of operational personnel;
11. Approves substantial completion reports, assures that Maintenance Bonds are in place, approves final contractor payments, accepts and reviews final documentation, prepares final cost analysis and prepares performance assessments of consultants and contractors for use in future work;
12. Prepares daily, weekly and monthly reports and reports status to Board on a monthly basis.

PROJECT MANAGER (WATER AND WASTEWATER) (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES

Full knowledge of project management principles and techniques;
Knowledge of procedures for planning and processing capital projects, and for establishing plans, specifications, construction and inspection for capital projects; knowledge of basic building systems utilized in capital projects;
Knowledge of pertinent local, State and Federal laws, regulations and enforcement procedures related to capital improvement projects;
Knowledge of legal requirements for bidding and awarding of contracts;
Knowledge of cost estimating, tracking and scheduling techniques for capital projects;
Knowledge of principles of contract management;
Ability to coordinate and supervise complex, large-scale capital construction projects and consultant studies;
Ability to manage multiple projects at one time;
Ability to read and interpret highly complex written material such as plans, specifications, codes, and ordinances;
Ability to assess design concepts and plans for the most complex projects;
Ability to communicate effectively both orally and in writing, and the ability to make effective presentations;
Ability to establish and maintain effective working relationships with those contacted in the course of performing assigned responsibilities;
Ability to learn and utilize commonly-used project management software and capital project recordkeeping systems;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Environmental Engineering or closely-related field and seven (7) years of post-degree full-time work experience in environmental engineering, engineering design, construction administration or project management in the field of water or wastewater, at least three (3) years of this experience must have included supervision of at least three (3) subordinate employees;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in Environmental Engineering or closely-related field and nine (9) years of post-degree full-time work experience in environmental engineering, engineering design, construction administration or project management in the field of water or wastewater, at least three (3) years of this experience must have included supervision of at least three (3) subordinate employees;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENT:

Possession of a license as a professional engineer pursuant to article 145 of the N.Y.S. Education Law at the time of application and to maintain position
Possession of a valid New York State Driver's License at time of appointment to maintain position.

ADOPTED: 02/28/07

REVISED: 05/24/17

05/25/18