



# Project Engineer & Construction Manager

Agency/Department: Engineering

Reports to: Engineering and Operations Manager

Supervises: Contracts and Planning Coordinator  
GIS & SCADA Systems Engineer

## JOB SUMMARY:

Administers and manages construction projects, and performs engineering, planning, and processing work in support of: capital projects, master planning, operating documents, regulatory requirements, and District processes and/or requests.

## SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Engineering and Operations Manager.

Provides direction to the GIS & SCADA Systems Engineer; and direction to the Contracts and Planning Coordinator.

## DISTINGUISHING CHARACTERISTICS:

Performs a wide variety of engineering and construction related duties and functions of varying complexity. Responsible for overseeing and administering multiple complex construction projects. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling, assigning, and coordinating work with other units and external contractors and construction firms.

Assists the Engineering Department in the: research, preparation, administration, management, and maintenance of: plans, specifications, contract documents, special projects, master planning documents, capital construction programs, maintenance/improvement programs, and others related to the District.

Must have excellent communication and organizational skills. Works closely with District staff to maintain an in-depth awareness and understanding of District's: infrastructure, issues, philosophies, and objectives. Supervises and reviews the work of professional and administrative staff and consultants. Provide support to staff, management, contractors and consultants. Duties may require the direction from other District staff as applicable.

## EXAMPLES OF ESSENTIAL FUNCTIONS:

- Plans, organizes, controls, integrates and evaluates the work of a unit or project team of professional and technical staff
- Technical assistance, planning, and document preparation for: operation, maintenance, repair, and/or construction of District infrastructure.

- Manages, monitors, develops, implements, prepares, and coordinates with staff the review of contract documents for the District's capital improvement projects for constructability and to achieve goals and objectives of project.
- Administers, evaluates, tracks, prepares, and reports to management the construction and preparation of major capital projects utilizing external contracting and/or consulting firms
- Administers contracts, bidding, and close-out (for the Engineering Department) for projects relating to the District's Systems.
- Performs investigations/analysis of facilities inefficiencies and offers design solution alternatives.
- Supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards
- Performs calculations in support of generalized engineering analysis.
- Prepares costs estimates, establishes the scope, schedule and budget for construction projects; negotiates and manages construction contracts
- Participates in the development and preparation of operating budgets; authorizes the purchase of materials, and monitors work activities and expenditures to control costs and monitor performance.
- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values
- Establishes performance requirements and personal development targets with assigned staff
- Regularly monitors performance and provides coaching for performance improvement and development
- Subject to management concurrence, takes disciplinary action to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions
- Reviews construction specifications for compliance with District standards; interprets specifications and District policies and initiates or reviews change orders; prepares periodic project status reports
- Coordinates District construction and planning activities with all departments and outside agencies; makes authoritative interpretations of applicable laws, regulations, policies and construction standards; revises and approves construction documents
- Provides monitoring and onsite inspections for special projects
- Reviews contract documents for conformance with District standards prior to bid, including specification requirements associated with contract insurance, policies, contract bonds, safety program, construction schedules and technical specifications.
- Prepares specifications, related contract documents and Requests for Proposals, evaluates and selects consultants and contractors, performs project management including developing budgets and schedules.
- Serve as the liaison and represents the District with consultants and/or contractors. Oversees the day to day progress of consultants and contractors. Prepares monthly progress payments, contract change orders; interpretation of project plans and specifications and coordinates final inspection(s).
- Manages and participates in the: development, preparation, maintenance, updating, and data entry of District's asset management, SCADA, and GIS. Utilizing software platforms as applicable.
- Organizes District plans, files, records and other documents.

- Performs and/or participates in the District's plan review approvals process for outside projects requiring District approval.
- Gathers pertinent data and performs analysis in support of report preparation.
- Coordinates and/or consults with and utilizes data from specialized consultants
- Other related duties as assigned

#### PERIPHERIAL DUTIES:

Attend seminars, trainings, workshops, and certification courses related to operational and maintenance practices of: sewer collection & conveyance, water treatment & distribution, regulatory compliance, and other District needs.

May assist with public outreach and education programs.

Expected to work standby duty on a rotational basis as duty supervisor.

#### MINIMUM QUALIFICATIONS:

*Any combinations of the below which provides the required: education, experience, knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

#### EDUCATION AND EXPERIENCE:

- A bachelor's degree with a major in: civil engineering, construction management, or a closely related field from an accredited college or university with a minimum of four (4) years' experience, or
- A minimum of at least eight (8) years of increasingly responsible project related experience in Public Works, engineering, or construction management or closely related field.

#### KNOWLEDGE OF:

- Civil engineering & construction: principles, practices, and materials & their applications as related to District facilities design, construction and operations
- Modern & current: developments, methods, techniques literature, and sources of information used in the construction of wide variety of utilities, building, and other Public Works capital projects
- Principles and practices of: construction management, scheduling, and change order resolution as applied to utilities, buildings, and other Public Works projects
- Applicable laws and regulatory codes related to development and construction of utilities, buildings and other Public Works projects
- Engineering mathematics, economics and research practices
- District personnel rules, policies and labor provisions
- Principles and practices of effective supervision
- The District's infrastructure, operating documents, practices, procedures, specifications, and ordinances & management thereof.

#### ABILITY TO:

- Make complex construction contract computations and review plans and specifications for a wide variety of utilities, buildings, and other Public Works capital projects
- Ability to plan, design, layout and prepare accurate construction plans.

- Conduct independent project administration and manage contracted construction firms
- Identify needs and assignments and exercise sound independent judgment in carrying them out within general policy guidelines.
- Monitor and maintain schedule on individual project tasks, multiple projects, and project and departmental budgets.
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of the work. Contact includes other District personnel, Board of Directors, regulatory agencies, other public agencies, outside consultants and contractors, and general public.
- Supervise, train and evaluate professional and administrative subordinates
- Utilize standard engineering, mathematics, economics and research practices.
- Under direction, prepare clear and concise engineering reports, maps, plans, contracts, design drawings, specifications and documentation.
- Proficiently use software platforms as applicable for task(s).
- Perform technical research and make detailed analysis.
- Utilize standard engineering, mathematics, economics and research practices.
- Keep accurate records.
- Be able to follow oral and written directions.
- Oversee and direct the work of consultants, contractors and District Staff.

#### LICENSES:

- Required: Possession of a State of California or Nevada driver's license along with a driving record acceptable to the District and the District's insurance carrier.
- Desired: State of California Professional Engineer (PE) in Civil Engineering.

#### CERTIFICATIONS:

*During course of employment, position is expected to pursue & maintain the below certifications as District provided classes, and/or courses become available:*

- California Department of Public Health (DPH) Water Distribution Operator Grade 2 (D2)
- California DPH Water Treatment Plant Operator Grade 2 (T2)
- CWEA Collection System Operator Grade 2 (C2)

<b>TOOLS AND EQUIPMENT USED:</b>
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Personal computer & software platforms as applicable: Microsoft suite, database management, project scheduling, asset management, computer-aided-design, GIS, calculator; motor vehicle; phone; cell phone; mobile radio.

<b>PHYSICAL DEMANDS:</b>
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***The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; climb or balance, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet, but can be noisy depending on specific location and/or phase of project. The work environment can be quite hectic and requires an ability to perform multiple tasks and maintain considerable tact when dealing with others, regardless of how they treat you.

While performing the duties of this job, the employee is occasionally exposed to dust, pollens, and fumes. The employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or freezing cold conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

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**FLSA Exemption status:** Exempt, Classified  
**Employee Unit:** Mid-Management/Confidential  
**Job Family:** Engineering  
**Class Progression:** Project Engineer & Construction Manager  
Engineering and Operations Manager

Date of Last Revision: 12/8/15

Date Approved: 12/8/15

Approved By: Signed by Duane Whitelaw