

CIP PROJECT MANAGER

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, performs comprehensive and highly complex project management functions for major capital projects through all phases of the Project Management Life Cycle, including project development, preliminary design, construction and installation, commission and closeout; determines project goals and scope of work, staffing requirements, schedules, budgets, procedures for accomplishing projects, and allocation of resources; leads project teams and plans, directs, and coordinates activities of projects to ensure goals and objectives are accomplished on schedule and within prescribed budget; inspects quality and quantity of work; manages selection of outside consultants; prepares and presents reports and other necessary correspondence on assigned projects; and performs duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff. Exercises technical and functional direction over and provides training to lower-level staff on project basis.

CLASS CHARACTERISTICS

This classification is responsible for independently managing assigned capital improvement projects requiring advanced knowledge of project management concepts, practices, procedures, and policies. Positions at this level provide technical and functional direction and leadership to assigned project team staff. Assignments at this level have significant impact on OC San's operations. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and/or effectiveness in meeting requirements and expected results. This class is distinguished from the Engineering Supervisor in that the latter has full responsibility for planning, organizing, and overseeing the full scope of assigned engineering functions within the department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.

- Performs project management functions for OC San's Capital Improvement Program's (CIP) major capital projects through all phases of the project life cycle, from project development to closeout; reviews project proposals to determine project goals, scope of work, staffing requirements, schedules, budgets, procedures for accomplishing projects, and allotment of available resources for various phases of the projects as defined by established guidelines.
- Assembles project teams for planning, design, and construction of projects; confers with project staff to outline work plan and to assign tasks and the resources required for each task; establishes project milestones; manages the procurement of all goods and services for the project.

- Provides leadership and guidance to assigned project team to ensure project progresses on schedule within prescribed budget, and with acceptable quality; directs, assigns, trains, monitors, and reviews the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures; confers with project team to provide technical advice and resolve problems; facilitates regular project team meetings to ensure adequate communication of project status; provides performance feedback to the employee's supervisor; acts as subject matter expert for other employees.
- Interfaces with senior management, peers, project staff, consultants, customers, and users as necessary to coordinate project execution; informs stakeholders of project status and possible outcomes.
- Prepares agenda reports for the Board of Directors, management, and others; makes presentations as necessary to recommend project direction and actions.
- Manages and directs the work of outside consultants and contractors; oversees the bid, proposal, and selection/purchase recommendation process for capital projects; solicits and reviews proposals; establishes schedules and performance criteria; ensures work is completed on time and in conformance with budgets, schedules, plans, and specifications.
- Interprets facility construction contract documents; resolves contract issues; leads dispute resolution and avoidance processes; maintains quality control; prepares progress payments to the contractor. reviews submittals for material and equipment conformance to design specifications and plans.
- Performs analysis of change orders; negotiates fair and reasonable costs for change orders; prepares change order and addendum reports and documents for consideration by the Board of Directors or the General Manager; prepares contract amendments and implements change orders.
- Manages and controls project costs; addresses a variety of issues having financial impact on the project, including schedule delays; provides project status, schedule, and budget updates to supervisory and management staff.
- Oversees and confirms that commissioning and closeout procedures are conducted; coordinates resources to ensure that commissioning is successfully completed; coordinates with staff on operational shutdowns to mitigate risks and impacts and ensures shutdowns are performed in adherence to contingency plans.
- Serves as a liaison for the division with other OC San departments, divisions, outside agencies, and individuals; explains and interprets divisional programs, policies, and activities.
- Facilitates "Milestone Gate" meetings during each phase of the project to obtain concurrence from senior management that the project should proceed; prepares agenda and meeting information, presents content, and facilitates discussion.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering and engineering project management related to area of assignment; researches emerging products and enhancements and their applicability to OC San needs.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Advanced principles, practices, policies, and procedures of capital project management including procurement, contract administration, resource management, risk management, finance, budgeting, and other related project management functions.
- Principles and techniques of Project Management Body of Knowledge (PMBOK).
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.

- Principles and practices of contract administration and evaluation.
- Construction, maintenance, and operating characteristics of wastewater treatment facilities.
- Drafting, surveying, and engineering practices and terminology.
- Research and reporting methods, techniques, and procedures.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned area.
- Recordkeeping principles and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Oversee and administer assigned programs and/or projects and promote the individual professional growth and development of less experienced staff; plan, organize, and coordinate the work of assigned staff; effectively provide staff leadership and work direction.
- Inspect the work of others and maintain established quality control standards.
- Develop and implement project goals, objectives, practices, policies, procedures, and work standards.
- Manage complex engineering projects, oversee project schedules and budgets, and manage contracts and the work of contractors.
- Resolve conflict through workable solutions and alternative approaches.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Perform complex mathematical and engineering computations with precision.
- Effectively represent the department and OC San in meetings with governmental agencies, community groups, various business, professional, regulatory organizations, and in meetings with individuals.
- Operate a motor vehicle and travel to various OC San sites, project, and/or meetings.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in engineering, construction management, project management or a related field.
2. Six (6) years of professional engineering or construction management work experience, including three (3) years project management work experience overseeing public works projects.

Licenses and/or Certifications:

- Must possess a valid California Class C Driver's License.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Sanitation District sites, projects, and/or meetings; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.
- Mobility to work in changing site conditions; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders.
- May be required to perform some light physical work; lift, carry, push, and pull materials and objects averaging a weight of 51 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to read printed materials and a computer screen.
- Vision to inspect site conditions and work in progress.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Field work requiring frequent walking in operational areas to identify problems or hazards with exposure to hazardous materials in some site locations.

ENVIRONMENTAL ELEMENTS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, hazardous physical substances and fumes, dust, and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

- Probationary Period: All OC San employees, except classifications considered "at-will", are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial

probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.

- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.