

ORANGE COUNTY SANITATION DISTRICT

CLASS SPECIFICATION

Job Code: 3242
FLSA Status: Exempt
Bargaining Unit: Professional
Effective Date: 05/28/03

CLASS TITLE: CIP PROJECT MANAGER

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction in the Engineering Department, performs project management functions for major capital projects including developing schedules, cost estimates and staffing requirements; assembles and leads project teams; plans, directs, and coordinates activities of projects to ensure that goals and objectives of projects are accomplished on schedule and within prescribed budget; inspects quality and quantity of work; manages the selection of outside consultants; and prepares and presents reports and other necessary correspondence on assigned projects.

REPRESENTATIVE DUTIES

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

1. Perform project management functions for the District's Capital Improvement Program major capital projects; review project proposal 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 the guidelines established in the Project Management Office. Manage a project or group of projects totaling at least \$20 million through all six phases of the Capital Project Management Life Cycle: project development, preliminary design, construction and installation, commission and closeout.
2. Assemble project teams for planning, design, and construction of projects; confer with project staff to outline work plan and to assign tasks and the resources required for each tasks; establish project milestones.
3. Manage, direct, and coordinate activities of the project team to ensure project progresses on schedule within prescribed budget, and with acceptable quality; confer with project team to provide technical advice and resolve problems; conduct project team meetings to ensure adequate communication of project status.
4. Perform periodic review of work assignments to ensure that the work is satisfactory and is completed according to plan.
5. Interface with senior management, the Board, peers, project staff, consultants, customers, and users as necessary to coordinate project execution; inform stakeholders of project status and possible outcomes.
6. Prepare project reports for the Board of Directors, management and others; make presentations as necessary.
7. Manage the selection of outside consultants; oversee the bid, proposal, and purchase recommendation process for major capital projects; solicit proposals; review proposals; select consultants; establish

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schedule and performance criteria.

8. Work with consultants on project planning, preparation, scheduling, and execution of contracts; ensure work is completed on time and in conformance with plans and specifications.
9. Interpret facility construction contract documents; resolve contract issues; maintain quality control; prepare progress payments to the contractor; review submittals for material and equipment conformance to design specifications and plans.
10. Perform analysis of change orders; negotiate fair and reasonable costs for change orders; prepare change order reports and documents for consideration by the Board of Directors.
11. Apply project management tools as required to address the financial aspects and impacts project variables such as delay of schedule.
12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Project Management Skills

Leadership- Have a desire to achieve while inspiring others to create a vision and strive to achieve

Good Communication- Ability to provide valuable information related to the project status in a timely and effective manner

Conflict Resolution Skills- assisting in resolution of any project conflicts so that the project team members all feel part of the process and want to remain involved in the project

Negotiation Skills- Fostering and maintaining relationships with people who are involved in the project

Team Building- Assists the team members in understanding their roles and responsibilities on the project and ensures that the team works collaboratively

Listening Skills- Using good listening skills to truly hear and try to understand what others on the project are trying to say

Relationship Management- Capable of working with all levels within the organization while building relationships with them

Persuasion Techniques- Influencing without direct authority and obtaining win/win situations

Generosity- Share the glory, share knowledge and don't blame others

Vision- Understanding what needs to get done and how to get it done

Flexibility- Capable of changing to fit the situation for the good of the project

Humor/Attitude- Always demonstrate a positive, can-do, attitude and have the ability to see the humor in tough situations.

Ability to:

-influence without authority

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- hope for the best but prepare for the worst
- manage, motivate and organize people
 - understand the lessons of the past and apply them to the future
 - demonstrate stewardship/a commitment to serving the needs of others
- be optimistic
- see issues and tasks through to the end
- document in a useful and consistent manner

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or project management or related field.

Experience:

Eight years of increasingly responsible experience managing capital projects.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a Project Management Professional certificate is highly desirable.

Possession of Professional Engineering Registration in the State of California is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment; travel from site to site.

Physical: Incumbents require sufficient mobility to stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; push, pull, lift, and/or carry light to moderate weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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