



JULY 2012
FLSA: EXEMPT

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 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; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and/or management staff. Exercises no direct supervision of staff. May exercise functional and technical leadership in assigned workgroups or teams and/or mentor less experienced staff.

CLASS CHARACTERISTICS

This is an advanced journey-level professional class responsible for managing the District's capital improvement projects. Incumbents plan, develop, and implement a variety of projects in accordance with District rules and regulations, as well as Federal and State laws, rules, and regulations. Incumbents are assigned to the full range of projects, from routine to the most rigorous and sensitive projects, and are expected to effectively perform their duties with minimum guidance and direction. Responsibilities may include the oversight of programs and/or projects and leads by example. Incumbents perform diverse and specialized work involving significant accountability and decision-making responsibility, and involve frequent contact with the public. This class is distinguished from the CIP Project Management Supervisor in that the latter is responsible for planning, organizing, and coordinating all programs, projects, and activities of a work section and for the full supervision of professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs project management functions for the District's Capital Improvement Program's (CIP) major capital projects; 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 the guidelines established.
- Manages a project or group of projects through all six phases of the Capital Project Management Life

Cycle, including project development, preliminary design, construction and installation, commission, and closeout.

- 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, directs, and coordinates activities of the project team to ensure project progresses on schedule within prescribed budget, and with acceptable quality; confers with project team to provide technical advice and resolve problems; conducts project team meetings to ensure adequate communication of project status.
- Performs periodic review of work assignments to ensure that the work is satisfactory and is completed according to plan.
- Interfaces with senior management, the Board of Directors, peers, project staff, consultants, customers, and users as necessary to coordinate project execution; informs stakeholders of project status and possible outcomes.
- Prepares project reports for the Board of Directors, management, and others; makes presentations as necessary.
- Manages the selection of outside consultants; oversees the bid, proposal, and selection/purchase recommendation process for major capital projects; solicits proposals; reviews proposals; selects consultants; establishes schedules and performance criteria.
- Works with consultants on project planning, preparation, scheduling, and execution of contracts; ensures work is completed on time and in conformance with plans and specifications.
- Interprets facility construction contract documents; resolves contract issues; 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 reports and documents for consideration by the Board of Directors.
- Applies project management tools as required to address the financial aspects and impacts of project variables such as delays of schedule.
- Serves as a liaison for the division with other District departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces; explains and interprets divisional programs, policies, and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of CIP projects and other types of engineering-related services as they relate to the area of assignment.
- When assigned to programs and/or projects, provides leadership and guidance to others. As a program and/or project leader, may direct, assign, train, monitor and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing specialized skills; develops and implements work improvements.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Advanced modern and complex principles and practices of project and/or program management, analytical processes, and report preparation techniques.
- Advanced principles and applications of critical thinking and analysis.
- Advanced principles, practices, policies, and procedures of CIP related functions, such as, but not limited to, purchasing, personnel, 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.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned area.
- Recordkeeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.

Ability to:

- Plan, schedule, assign, and oversee activities of assigned workgroups or teams.
- Oversee programs and/or projects and by example promote the individual professional growth and development of less experienced staff.
- Resolve conflict through workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- Demonstrate safe work practices and procedures in the workplace.
- Train others on proper work procedures and lead by example.
- Manage complex capital improvement projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Develop and implement goals, objectives, policies, procedures, and work standards for the assigned projects.
- Coordinate and oversee project administrative, budgeting, and fiscal reporting activities.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Develop and administer contracts for professional services and construction in a public agency setting.
- Perform responsible and difficult administrative work requiring the use of independent judgment and personal initiative.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- 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.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Use critical thinking techniques and advanced methods in reaching independent decisions.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious 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 OCS D.

1. Possession of a bachelor's degree from a college or university which is accredited by the US Department of Education, with major coursework in engineering or project management, or a related field; AND,
2. Eight (8) years of increasingly responsible experience managing capital projects.

License or Certificate:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a Project Management Professional certificate is highly desirable.
- Possession of professional engineering registration in the State of California is highly desirable.

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

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect District development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.