



**DECEMBER 2018**  
**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 supervision or direction, performs comprehensive and highly complex project management functions for major capital projects through all six phases of the Project Management LifeCycle, including project development, preliminary design, construction and installation, commission and closeout. Work includes determining project goals and scope of work, staffing requirements, schedules, budgets, procedures for accomplishing projects and allocation of resources for project phases as defined by established guidelines. This position is accountable for stakeholder satisfaction 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.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision or direction from the assigned supervisory and/or managerial 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 classification is a stand-alone class and not part of a job series. This class is 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. 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 Engineering 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)

*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 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.
- Ensures established safety precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- 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.
- Manages and directs consultants on project planning, preparation, scheduling, and execution of contracts; manages the procurement of all goods and services for the project; 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 reports and documents for consideration by the Board of Directors.
- Applies project management tools to report and control the project's finances; uses project management tools as required to address the financial aspects and impacts of project variables such as delays of schedule; provides project status, schedule and budget updates.
- Oversees and confirms that commissioning and closeout procedures are conducted; coordinates resources to ensure that commissioning is successfully completed; develops, monitors and assures operational shutdowns are conducted to mitigate risks and impacts and contingency plans are in place and followed.
- 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.
- Conducts "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 CIP projects and other types of engineering-related services as they relate to the area of assignment; researches emerging products and enhancements and their applicability to District needs.
- Provides leadership and guidance to others for programs and/or projects. 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; provides feedback on individual performance to the

employee's supervisor; uses specialized skills as a source of reference and subject matter expertise for other employees; develops and implements work improvements.

- Performs related duties as assigned.

## **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.
- Principles and practices of customer service and techniques for effectively communicating 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 promote the individual professional growth and development of less experienced staff.
- Manage and administer project schedules and budget.
- Resolve conflict through workable solutions and alternative approaches.
- Inspect the work of others and maintain established quality control standards.
- Adhere to safe work practices and procedures in the workplace.
- Train others on proper work procedures.
- Manage complex capital improvement projects for the Project Management Office, 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.
- Utilize a computer, relevant software applications and/or other equipment.
- Effectively communicate in person, over the telephone, and in writing.
- Operate a motor vehicle and travel to various District sites, projects and/or meetings.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Maintain confidentiality and to be discreet in handling and processing confidential information and data.
- 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 OCSD.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in engineering, construction or project management, or a related field; AND,
2. Minimum of seven (7) years of experience managing capital projects for the Project Management Office.

**Licenses and/or Certifications:**

- 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**

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; ability to travel to various District sites, projects and/or meetings; 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, as well as mobility in and around project work sites to review work being performed. 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 10 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.