

CAPITAL PROJECT MANAGER

SUMMARY

Under the direction of the General Manager (GM) performs complex technical, operational and administrative work to support the GM, Field Services Superintendent, Field Services Supervisors, District Engineer, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the District.

- Plans, manages, directs and executes the Capital Improvement Program. Oversees complex and technical planning studies and capital improvement projects. Oversees consultant and contractor selection process including RFQ/RFP development, construction bidding process and scope of work development. Confers with administrative and technical personnel and other agencies/organizations to coordinate capital improvement activities.
- Serves as project manager for facilities expansion/rehabilitation and/or pipeline rehabilitation projects. Performs contractor selection process for capital project construction, such as the bidding process and administrative requirements.
- Prepares the Capital Improvement and Development budgets. Monitors and controls expenditures to assure conformance with the approved budget.
- Coordinates the District's infrastructure during City Street Overlay Projects by ensuring all District's manholes are accessible and adjusted to District's standards, as necessary.
- Drafts agenda items regarding capital projects, annexations, evaluations, and analysis of District's Ordinances and Policies.
- Administers the District's Development Program by ensuring compliance with the District's Permit Process including project conformance to District Standard Specifications, calculation and collection of sewer capacity fees, managing developer accounts, and coordinating all Development services provided by District Engineer.
- Administers the District's Sewer Service Lateral Repair Authorization and Reimbursement Program by ensuring compliance with policy requirements.
- Maintains official District records including the sewer service database, District's sewer plans, and District's easements. Executes field services policies and formulates procedures for the systematic retention, protection, and retrieval of District's plans and permits.
- Maintains the District's Geographical Information System (GIS) and updates District's Collection System data to ensure the accuracy of GIS.
- Maintains, prepares, and files District sewer service billing database annually and ensures other legal documents recorded by county government to conform to statutes.
- Serves as direct liaison for all customer-related issues relating to lateral connections, policies, procedures, and programs, as well as utility coordination with other public agencies within the District's service area.

- Serves as a backup to coordinate, perform, and monitor identification and mark-out of the District's infrastructure including gravity sewer lines and sewer force mains.
- Ensures the District's Air Pollution Control District (APCD) permits are paid in a timely manner and maintains the APCD's files.
- Assists with the enforcement of illegal discharges in the District's collection system.
- Assists with the administration of appropriate purchase requisitions and purchase orders. Reviews and analyzes purchasing practices for conformance to policies and procedures.
- Performs and coordinates building and site maintenance including all installation, repair, and upkeep operations relating to Heating Ventilation and Air Conditioning (HVAC), security gates, and roll-up doors, roof, elevator, fire alarm/sprinkler system, and campus landscaping.
- Performs a variety of office and field services-related tasks as appropriate.

SPECIFIC TYPES OF KNOWLEDGE, SKILLS, AND PHYSICAL ABILITIES REQUIRED FOR THESE DUTIES:

- Ability to meet District vehicle/driving insurability standards.
- Ability to represent the District in a positive manner.
- Ability to interact with the public, vendors, and other employees in a courteous, tactful, and diplomatic manner.
- Ability to think independently.
- Ability to work both independently and work well within a team environment.
- Ability to perform and follow safety procedures.
- Ability to utilize GIS software.
- Ability to utilize office equipment and personal computers in an office.
- Ability to perform intermediate functions in Microsoft Office Suite.

SUPERVISORY RESPONSIBILITIES

Manages consultants and contractors providing related services to the District.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree from a four-year college or university in engineering, business or public administration or related field and a minimum of five years relevant experience and/or training; or equivalent combination of education and experience. A Master's degree is desired but not required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to communicate clearly and effectively. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, consultants, officials, and the public.

MATHEMATICAL SKILLS

Ability to understand technical and engineering principals' associates with planning, design, and construction of wastewater collection, treatment and pumping facilities. Ability to calculate figures and amounts such as sewer footage, slope, volumes, flow rates, and equivalent dwelling units. Ability to apply concepts of basic algebra, statistics and geometry.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Class 'C' driver's license.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, 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 job. 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 occasionally exposed to wet and/or humid conditions; high noise levels; poor lighting; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

CLASS HISTORY

Established: July 2023
FLSA Status: Exempt
Reports to: General Manager

Revised/Reviewed:
October 2024
Salary Grade: 77
Department: Field Services