

## **SOUTH BAYSIDE SYSTEM AUTHORITY**

### **Job Description December 2009**

*Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.*

#### **JOB TITLE: Capital Improvement Program Manager**

#### **FLSA: Exempt**

#### **SUMMARY**

The Capital Improvement Program Manager will work in the Engineering Department of SBSA which is responsible for implementing a capital improvement program and responding to engineering and process needs of other SBSA departments related to capital facility and process improvements.

Under general direction of the Engineering Manager or the Senior Capital Improvement Program Manager, manages all aspects of the numerous projects within an assigned Capital Improvement Program, assists with Plant Operations and Maintenance requests for engineering, research, procurement, and capital facilities improvements.

CIP Manager works directly with the Engineering Manager, SBSA staff, Engineering Firms, Consultants, Construction Managers, Contractors and Individuals to provide comprehensive direction, coordination, and implementation of projects in a timely and cost-effective manner.

Individual must possess the knowledge, skills and ability to manage projects containing complex issues from initial conceptualization, through Master Plan development and Technical Memorandum (preliminary design) phases, to Detailed Design, Competitive Bidding, Construction, System Start-up, Asset Management initiation and turnover of system(s) to the end user.

Individual must be able to effectively communicate complex technical project issues both orally and in writing, while maintaining a high quality and effective decision making process.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

- Develops, implements, and manages specific Capital Improvement Projects: establishes program and project goals and objectives, develops various scopes of work, develops budgets and schedules, oversees progress, initiates solutions.
- Manages, plans, organizes, and directs the activities of project managers, consultants, engineering firms, construction managers, and contractors.
- Initiates and either supports the Engineering Manager in reporting or submits reports on commission agenda items for required action
- Develops, implements, and manages capital projects in addition to projects within the CIP and in support of other SBSA departments.

- Serves as Project Manager as needed.
- Occasionally serves as construction manager and performs inspection of capital projects.
- Collaborates with specified SBSA staff for various projects related to impact on plant processes, safety, and other considerations important to staff.
- Provides input and historical information related to construction, operation, maintenance and improvement of treatment facilities, processes and structures.
- Meets within the Engineering department and other SBSA departments providing direction and assisting with background information and solution development.
- Gives input concerning assessment of performance of project managers, consultants and contractors. Including but not limited to assessing qualifications according to SBSA generated criteria.
- Provides input related to construction, operation, maintenance and improvement of treatment facilities, processes and structures.
- Performs a variety of other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.*

#### **Knowledge of:**

- South Bayside System Authority policies, procedures, and directives.
- Operation and maintenance of a large activated sludge wastewater treatment facility.
- Federal, State, and Local laws and regulations guiding wastewater plant operations and maintenance.
- Best management practices, effective management strategies.
- Program and project management practices.
- Materials and equipment involved in the operation and repair of wastewater treatment facilities.
- General Design and Construction processes related to wastewater treatment facilities
- Control Strategies for various wastewater treatment processes.
- Modern office methods and procedures.
- Asset Management strategies and processes.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.

#### **Ability to:**

- Effectively organize and prioritize workload.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with consultants, engineering firms, contractors and SBSA staff.
- Manage, plan, organize, and direct the activities of project managers, consultants, engineering firms, construction managers, and contractors.
- Interpret diagrams and drawings.
- Maintain records; prepare reports.
- Make presentations to various stakeholders.
- Work with accuracy and attention to detail.
- Operate PC and related software applications.

**EDUCATION and/or EXPERIENCE:**

*Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:*

Eight (8) years experience in Project Management at a Class IV or V WWTP (or comparable industry).

Certificate of Competence/Completion for Project Management is desired.

Background in the operation or maintenance of a Class IV or V WWTP is highly desired.

California Grade III or above Wastewater Operators Certification is desirable; alternatively, a California Professional Engineering License in Civil or Mechanical engineering is desirable.

Valid California Class C Driver's License and an acceptable driving record as defined by the Authority's Driving Eligibility Standards.

**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 sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

The employee is frequently required to walk up and down stairs, to climb up and down ladders, and to enter process tanks via manways, hatches, and other limited means of ingress and egress. Employee will occasionally be required to enter permitted and non-permitted confined spaces. The employee will regularly be walking in and through construction zones. Specific vision abilities required by this job include close vision, and 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 regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to fumes and odors, works at heights, and works with and around machinery having moving parts. The employee is occasionally exposed to outside weather conditions and construction zones. The employee uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually minimal with occasional exposure to moderate levels.