



Engineer/CIP Project Manager

Department: Engineering
FLSA Status: Exempt
Salary Grade: 29, 33, 36, 41

SUMMARY DESCRIPTION

This class is required to perform professional engineering work in the planning, design, construction, and operation of water, wastewater and recycled water systems, facilities and related projects.

ESSENTIAL DUTIES

Salary Grade 29 Project Manager	Salary Grade 33 Project Manager	Salary Grade 36 Engineer	Salary Grade 41 Engineer	DUTY NO.	ESSENTIAL DUTIES: These duties are a representative sample meant to clarify the expectations and skill sets required at each salary grade for the Project Manager & Engineers. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class. The salary grades are intended that each step is to build upon the previous one, gaining skills and experience in order to move up to the next salary grade. Furthermore, position assignments may vary based on qualifications, experience and trainings. Typical job tasks and skills (duties) include:
C	P	P	P	1.	Performs review and plan checks of projects in order to verify accuracy, completeness and conformance to specifications and standards of Padre Dam and State and Regional regulatory agencies.

C	P	P	P	2.	Prepares, or causes to be prepared by consulting engineers, plans and specifications for the construction of variety of water, wastewater, and recycled water facilities, including pipelines, pumping stations, lift stations, treatment plants, water tanks, drainage facilities; researches and identifies project design requirements; conducts computer modeling of the system and facilities to determine design requirements; analyzes and determines hydraulic requirements and facilities using District-adopted guidelines and standards for existing and proposed projects; performs complex engineering calculations.
	C	P	P	3.	Oversees preparation of plans, specifications and cost estimates for Padre Dam projects and facilities and verifies conformance to all standard practices and regulations.
	C	P	P	4.	Serves as project engineer/manager for complex facilities expansion and/or refurbishment projects designed in-house or by engineering consultants; monitors design project progress; establishes project scope of work including progress schedules and cost estimates; manages project specific budgets and costs; serves as a liaison between the District, contractors, consultants, and other utilities or agencies.
C	P	P	P	5.	Meets and coordinates with other Padre Dam departments, customers, developers, engineers, City, County and regulatory agency representatives regarding planning, design and coordination of projects/phases.
	C	P	P	6.	Acts in construction management capacity for completion of Padre Dam projects during construction including inspection, monitoring, documentation and verification of compliance with construction documents; coordination with contractors, consultants, Padre Dam staff and other agencies for completion of work and preparing construction change orders and design modifications.

	C	P	P	7.	Maintains, updates and analyzes planning information and tools such as land use, population, demographics; plans, organizes, researches, analyzes and reports on growth related impacts on water, wastewater and recycled water facilities; reviews, develops or revises various elements of Padre Dam's Master Plans (water, sewer, and recycled), regional, and/or special-focus plans, financial and technical reports, environmental documents and cost analyses for water, sewer, and reclaimed water facilities; develops and maintains service demand projections; develops and monitors project schedules and budgets.
C	P	P	P	8.	Participates in plan check, review and processing of plans for private development affecting District facilities and ensure compliance with District requirements.
C	P	P	P	9.	Provide engineering support to operations staff including but not limited to prepare various technical reports, assist in permit reporting and acquisition, evaluate water, wastewater and recycled water system performance, assist in ensuring compliance with water quality regulations, and evaluate impact of new and pending regulations and legislations.
	C	P	P	10.	Assists in the preparation and administration of the capital improvement budget and cost center budget by estimating costs, determining staffing requirements and prioritizing projects.
	C	P	P	11.	Prepare RFP's to hire consultant and outside contractors to perform services for District projects.
C	P	P	P	12.	Performs engineering analysis and design requiring material selection, sophisticated calculations, and statistical variations.
C	P	P	P	13.	Prepares reports, including findings and recommendations for management review and Board actions; prepares maps and other graphical representations.

	C	P	P	14.	Reviews and analyzes environmental documents and other engineering documents; provides technical support to other departments and projects; coordinates assigned activities with other departments within the District and outside agencies as appropriate.
		P	P	15.	Provides direction to support staff to include: assigning and monitoring work, mentoring, training and providing feedback.
P	P	P	P	16.	Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
	C	P	P	17.	Administers the design and preparation of major capital projects utilizing consulting engineering firms or in-house staff; prepares costs estimates; establishes the scope, schedule and budget for design projects; negotiates and manages consultant contracts; reviews drawings and specifications for compliance with District standards; interprets specifications and District policies and initiates or reviews change orders; prepares periodic project status reports; seals final plans.
		P	P	18.	Assesses and evaluates alternative water supply and sewer collection options for the District and determines effective courses of action; performs complex engineering calculations and designs.
	C	P	P	19.	Represents the District with consultants and contractors; prepares correspondence on technical engineering issues; coordinates water and sewer utility engineering and planning activities with other departments and outside agencies; revises design and construction standards to improve methods, procedures and practices; makes authoritative interpretations of applicable laws, regulations, policies and design standards; revises and approves construction documents.
	C	P	P	20.	Tracks, evaluates and reports on design project progress to department management.

	C	P	P	21.	Mentors lower-level engineers in all phases of assigned duties and office procedures.
		P	P	22.	Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives and values.
P	P	P	P	23.	Performs other duties of a similar nature or level as assigned.

(C) Competent – Having requisite or adequate ability or qualities.

(P) Proficient – A through competence derived from training and practice.

Note: The Engineer/CIP Project Manager position is a broad band, and the department policy has always been that a promotion through each step is not automatic. A Project Manager will be unable to attain the Engineer grades 36 and 41 until they have obtained an Engineering Related Bachelor's Degree and a PE Certification. Each employee must demonstrate proficiencies at each step on a consistent basis before a promotion is recommended. The engineer will be required to demonstrate proficiency in a salary grade before a promotion will be considered. Ultimately, the recommendation from the supervisor will require approval from both the department head and the General Manager.

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.

Knowledge of:

1. Engineering theories, principles, and standards;
2. Computer software applications including word processing, spreadsheets, databases, graphics and project scheduling and management;
3. Construction materials, equipment and tests;
4. Construction practices, including facility location techniques;
5. Applicable laws and regulations;
6. Drafting standards and practices;
7. Mathematics including geometry, trigonometry, calculus, and statistics;
8. Basic surveying principals;
9. Safety procedures;
10. Supervisory theories and principles;
11. Hydraulic modeling principals;
12. Principals and practices of land use planning including Master and General planning functions.

Skills/Abilities:

1. Prioritizing project activities;
2. Checking and reviewing plans;
3. Reading and interpreting maps, blueprints and legal descriptions;
4. Reviewing and interpreting survey data;
5. Prioritizing inspection, location and project management activities;
6. Administering and managing multiple contracts and projects;

7. Preparing and writing reports;
8. Performing facility planning studies;
9. Providing engineering support to water operations staff relative to water quality and systems operations issues;
10. Reviewing, analyzing and/or participating in the preparation of environmental documentation;
11. Preparing and tracking project schedules;
12. Leading and training other technical staff;
13. Estimating project costs;
14. Performing complex mathematical calculations and statistical analysis;
15. Drafting drawings with the computer and by hand;
16. Using computers and related specialized computer applications such as Computer Aided Design;
17. Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
18. Inspecting construction projects;
19. Monitoring and evaluating staff;
20. Preparing budgets and cost estimates.

Training/Experience Required:

1. Project Manager: Bachelor's Degree and two to five year of project management experience;
2. Engineer: Bachelor's Degree in Engineering or related field and two to five years experience in civil engineering design and project management; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. A Master's degree may substitute for one year of experience.

Licensing Requirements:

1. Valid California Driver's License
2. Engineer: A valid license as a Professional Engineer in Civil Engineering issued by the State of California.

Safety Priorities:

1. Knowledge of general office and field safety;
2. Proper lifting techniques.
3. Proper reporting of safety violations, accidents and injuries.
4. Ability to complete required and assigned safety and training assignments in a timely manner and can work in a safe and efficient manner

Physical Requirements:

1. Positions in this class typically require: sitting, standing, walking, fingering, talking, hearing, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, grasping, feeling, seeing and repetitive motions. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts and travel.
2. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Date: 4/98; 1/02; 5/04; 1/05; 10/08; 04/15; 05/18, 06/23