

JOB ANNOUNCEMENT

POSITION: Project Manager

DIVISION: Engineering

APPLICATION DEADLINE: Until filled

GENERAL STATEMENT OF JOB

Manages projects related to municipal utility water, wastewater, stormwater, potable water quality and treatment, and sustainability projects. Plans, designs, permits, and coordinates construction management for water lines, water pumping, treatment and storage facilities, sewers, and related amenities.

ESSENTIAL JOB FUNCTIONS

- ◆ Leads and manages projects during planning, design, permitting, and/or construction management phases to manage production of studies, designs, bid documents, and construction delivery. Project Manager ensures scope, schedule, budget of business aspect, customer service, and engineered design (both internal and external), constructability, permitting, construction through as-built drawings, using ERP system and formal documentation with GIS database.
- ◆ Functions as primary point of contact and ensures coordination of projects with consultants, departmental staff, other City and County departments, and regulatory agencies (local, state, and federal) for projects in the planning, design, permitting, and construction phasing.
- ◆ Reviews engineering consultants' plans and specifications, ensuring standards and deadlines are achieved. Attempts to achieve "zero" change order level.
- ◆ Provide detailed project management including the maintenance of project checklists, ensuring all necessary components are prioritized and completed prior to beginning construction. Direct and delegate tasks and responsibilities to staff and consultants in order to maintain the desired project schedule and to facilitate project close-out in a timely manner.
- ◆ Oversees and supervises work of assigned professional engineering, technical, and clerical including staff and consultants; oversees project surveying operations, drafting, and inspections.
- ◆ Responsible for the preparation of detailed cost estimates and time schedules for construction projects.
- ◆ Assists project management in grant management, reporting, and administration.
- ◆ Reviews and approves contractor and consultant task orders, invoices, and change orders.
- ◆ Oversees and coordinates legal and administrative activities in the acquisition of easements and deeds for construction and maintenance of water and sewer utilities and facilities, including the coordination of cooperative funding / maintenance agreements with City, PennDOT, etc.

- ◆ Assists managers in defining and prioritizing projects in the department's capital improvement plan (CIP), as well as long-term and strategic planning.
- ◆ Participates in continuous improvement of the Water and Sewer Standard Specifications, Design Manual, and Standard Details.
- ◆ Researches or evaluates options to resolve water and wastewater problems; conducts water and wastewater studies.
- ◆ Conducts water and wastewater feasibility studies in order to provide engineering and construction direction or clarification to the public on water and sewer utility issues. This includes application of sustainability solutions to minimize CSO's.
- ◆ Coordinates public collaboration and comments on water and sewer utility issues acting as a PWSA "Public Communication Ambassador" with respect to specific assigned projects.
- ◆ Must be able to meet work schedule and attendance standards.
- ◆ Performs related duties as required or assigned.

MINIMUM TRAINING AND EXPERIENCE

- ◆ Requires a Bachelor of Science degree in Civil Engineering or closely related field; supplemented by four (4) years of progressively responsible civil engineering experience managing projects through design and permitting, preferably in the field of water and wastewater desired. Preference of two (2) years of supervisory experience, preferably for a governmental utility; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.
- ◆ Registered PA Professional Engineer preferred but not required.
- ◆ Must be computer literate and possess a valid driver license.
- ◆ Experience in AutoCAD, eBuilder, construction and surveying preferred.
- ◆ Successful candidate must be a resident of the city of Pittsburgh at the time of appointment, and remain a resident throughout employment with PWSA. Verification of City residency required at time of appointment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information; includes receiving assignments and/or directions from supervisors; includes giving of information, explanations, and/or directions to others. Requires the ability to tactfully and effectively interact with the public and with co-

workers. Clear, thorough, and straightforward explanations are expected, both verbal and written. Writing skills are required to be excellent.

Language Ability: Requires the ability to read Standard English. Requires the ability to read and understand a variety of policy and procedure manuals, work orders, logs, technical data, etc. Requires the ability to use the computer and to prepare reports, correspondence, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Must be able to speak with clarity, voice control, and confidence and to articulate information to others.

Intelligence: Requires the ability to apply principles of common sense understanding to carry out detailed and involved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations; to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information. Ability to work 'out of box'.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English and in a variety of technical languages used within the parameters of the job.

Numerical Aptitude: Must be able to add and subtract totals, multiply and divide, calculate percentages and decimals.

Forms/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read digital, pictorial map, and design drawing information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items including automated office equipment, control knobs, switches, etc. Must have levels of eye/hand/foot coordination to accomplish the range of required professional activities.

Vision Color Deficiency: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions or individuals in the industry that are unreasonable or incompetent. Requires patience and understanding of people. Must be adaptable to performing under stress when confronted with an emergency or tight deadline. Avoids violent behavior and any other type of behavior that could threaten the safety of other employees or the public.

Physical Communication: Requires the ability to talk and hear; (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through telephone and radio.

