Pittsburgh Water & Sewer Authority

JOB ANNOUNCEMENT

POSITION: Associate Project Manager, Design **POSTED:** July 5, 2018
DIVISION: Engineering **APPLICATION DEADLINE:** 4:00 p.m. July 18, 2018
SALARY: $65-75,000 **FLSA**: Exempt

Overview:
The Pittsburgh Water and Sewer Authority is seeking to hire a Green Stormwater Infrastructure Associate Project Manager focused on managing the design of green stormwater infrastructure projects. They will supervise and direct the work of assigned professional, technical and clerical employees in the planning and design of complex, multi-disciplined Capital projects.

DUTIES/PRIMARY RESPONSIBILITES:

- Reviews and directs the work performed by consultants or assigned PWSA personnel.
- Supervises and directs the design of complex green stormwater Capital projects.
- Works cooperatively with construction managers and technical staff.
- Prepares RFPs for consultant services and other documentation for the full implementation of PWSA Capital projects in compliance with applicable federal, state and local regulations.
- Reviews shop drawings, designs, research studies and reports for assigned projects and prepare corrective responses as needed.
- Recommends approval of change orders, requisitions for payment, etc. and initiates payment forms for work preformed by consultants and/or contractors.
- Advises Project Manager on a timely basis; recommends and implements approved corrective action in order to adhere to schedule and project budget.
- Meet with representatives of other governmental agencies, City Departments, consultants, contractors and the general public on proposed projects.
- Evaluates work; recommends and implements approved corrective action; provides training and/or technical assistance as requested or required.
- Performs activities and functions of related lower-level personnel and/or other related tasks and duties that are assigned or required.

KNOWLEDGE/ABILITIES:

- Considerable knowledge of the engineering principles, practices and techniques of the design and/or management of construction of multi-disciplined Capital sewer and stormwater projects.
- Considerable knowledge of green stormwater management best practices.
- Ability to complete design projects within schedule and budget.
- Ability to prepare RFP's for consultant services, bid documents, etc.
- Ability to supervise and direct the work of assigned professional, technical, and clerical personnel.
- Ability to evaluate planning, design work and/or construction projects based upon current regulatory codes (e.g. City, state, federal, etc.) and standards affecting the work.
- Knowledge of the policies and procedures of the administration of sewer and stormwater Capital projects
- Ability to plan, monitor and evaluate the work of self and others
- Ability to establish and maintain records, prepare accurate reports, and correspondence
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with supervisors, associates, outside agencies and the general public.

EDUCATION/EXPERIENCE REQUIREMENTS:

In order to be considered eligible for this position, the application must clearly show a Bachelor's Degree in Civil Engineering, Environmental Engineering, Landscape Architecture or related fields. An advanced degree is preferred. Professional Engineering (P.E.) or Landscape Architecture (L.A.) License in the state of Pennsylvania is preferred.

Pittsburgh Water & Sewer Authority

JOB ANNOUNCEMENT

POSITION: Associate Project Manager, Design **POSTED:** July 5, 2018
DIVISION: Engineering **APPLICATION DEADLINE:** 4:00 p.m. July 18, 2018
SALARY: $65-75,000 **FLSA**: Exempt

EDUCATION/EXPERIENCE REQUIREMENTS, Con't:

In order to be considered eligible for this position, the applicant must clearly show a minimum of four (4) years of project management experience with a minimum two (2) years of responsible experience as a design assistant on major construction projects. Must have demonstrated ability to coordinate and manage complex projects involving competing interests and multiple objectives, effectively represent diverse requirements, and objectively evaluate alternative approaches. Wastewater or stormwater experience is preferred. Other combinations of education and experience that meet the minimum requirements may be substituted.

GENERAL REQUIREMENTS: Applicant must become domiciled within one of the following Pennsylvania counties: Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Lawrence, Indiana, Washington or Westmoreland at time of appointment and remain domiciled within one of the noted counties throughout employment with the PWSA. Verification of domicile is required at time of appointment.

Applicant must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License at time of application or prior to appointment. A valid driver's license must be maintained throughout employment.

PHYSICAL/WORKING CONDITIONS: General office environment; must be able to lift up to 10 pounds.

The physical demands 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.

APPLICATIONS: Available in the Human Resources Section, 1200 Penn Avenue or online at www.pgh2o.ccom (About Us). Send resume and cover letter to hr@pgh2o.com.

You may be considered for other available positions based on qualifications provided on your employment application.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state or local law.