



Pittsburgh
Water & Sewer
Authority

JOB ANNOUNCEMENT

POSITION: Associate Project Manager

POSTED: August 22, 2017

DIVISION: Engineering & Construction

APPLICATION DEADLINE: 4:00 pm, September 5, 2017

SALARY: \$64,000 - \$75,000

SUMMARY: Supervises and directs the work of assigned professional, technical and clerical employees in the planning design and/or management of construction of complex, multi-disciplined PWSA Capital projects.

DUTIES:

- Reviews and directs the work performed by consultants or assigned PWSA personnel; supervises and directs the design and/or management of construction of complex, multi-disciplined water, sewer and stormwater Capital projects.
- Prepares RFPs for consultant services, bid documents, ordinances, resolutions, deed searches, etc. for the full implementation of PWSA Capital projects in compliance with applicable federal, state and local laws and 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 performed 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, consultants, contractors and the general public on proposed projects.
- Maintains records and prepares accurate reports, correspondence, etc. as requested or required for all PWSA 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 water, sewer and stormwater management projects.
- Ability to complete design and/or construction 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.
- 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 field. An advanced degree or Professional Engineering (P.E.) or Landscape Architecture (L.A.) License in the state of Pennsylvania is preferred.



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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 of two (2) years of responsible experience directly related to planning, design, and/or construction phases 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. Water, wastewater, or stormwater experience preferred. Other combinations of education and experience that meet the minimum requirements may be substituted.

GENERAL REQUIREMENTS: Applicants must domicile in the City of Pittsburgh at the time of appointment and remain domiciled throughout employment with the PWSA. Verification of City residency 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 DEMANDS: The physical demands described here are 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 located in a cubical area. Sitting for long periods of time is not uncommon. Employee may be required to travel to and walk through sites and be exposed to those conditions typical of the regional weather, construction area environments, and inspection of water, sewer, and stormwater infrastructure and impact areas.

APPLICATIONS: Available in the Human Resources Section, 1200 Penn Avenue or online at www.pgh2o.com. Please send the application, resume and cover letter to hr@pgh2o.com.

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 as is protected by federal, state or local law.