

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: CONSTRUCTION PROJECT MANAGER

DATE: 7/1/2022

JOB CODE: 51767

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID MGMT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under the general direction of the Engineering Manager, Principal Engineer, Construction Services Manager, Operations Manager, or Director, to assist in design, planning, scheduling, and the construction management of projects; to participate in the gathering and compiling of data and the preparation and review of designs, plans, estimates, specifications, and reports for the construction, alteration, and maintenance of water utility, water reclamation, sewer collections, power generation and geothermal systems; to direct and assist engineering personnel; to manage and coordinate contractor/developer-installed projects; and perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The class of Construction Project Manager is an advanced professional level position in the Engineering technical/professional series. Supervision will be received from a senior level manager as designated by the Director of Water Utility or Director of Water Reclamation.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

All Assignments:

- Provide courteous and expeditious customer service to the general public and City Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Manage, coordinate and schedule all construction activities of Department and contractors related to new and existing water utility and water reclamation facilities, assist in planning, scheduling, supervising engineering/ construction projects and processes;
- Participate in the preparation of designs and plans for water utility and water reclamation system additions;
- Check design work in progress for accuracy of calculations and conformance with established engineering methods and procedures;

- Review completed designs, specifications, cost estimates, legal descriptions, and related documents;
- Inspect work in progress and upon completion for accuracy of calculations and conformance with established engineering methods, procedures, and specifications;
- Calculate cost estimates; calculate elevations;
- Approve legal descriptions;
- Write construction orders and work orders;
- Provide engineering information to contractors, engineers, and members of the public;
- Direct and review the work of engineering staff; instruct staff in work methods; perform the more difficult work of the unit;
- Conduct studies and investigations and prepare reports of findings and recommendations;
- Compose correspondence requiring use of judgment based upon a thorough knowledge of the functions and procedures;
- Operate Department vehicles;
- Must be able to respond to callouts or emergencies; and
- Perform related work as required.

When Assigned to Wastewater Treatment Facilities:

The Department owns and operates the City of San Bernardino's 22 MGD secondary treatment Water Reclamation Plant (WRP) and the jointly owned (and exclusively operated) tertiary treatment Rapid Infiltration and Extraction (RIX) Facility. The Facilities include primary, secondary, and tertiary wastewater treatment using mechanical and gravity clarification, an activated sludge secondary treatment process, conventional filtration, ultraviolet treatment, and other related functions pertinent to a wastewater treatment process. Alternative power generation systems ("CoGen" system) are also in use. Assignments in this area are more heavily focused on designing, implementing, and managing numerous, smaller projects that are not assigned to the Engineering section.

In addition to all duties described above, the following are typical additional duties for a Construction Project Manager assigned to the Water Reclamation Division overseeing the two wastewater treatment facilities noted above. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Maintain continuous, courteous, and professional communication with the Engineering Section to maintain standardized project delivery methods;
- Participate in the planning and preparation of designs, specifications, and plans for numerous smaller capital improvement projects on the two wastewater treatment facilities. Incorporate risk management, claims prevention/mitigation, and sound administrative practices and strategies into design and management documents;
- Manage, coordinate and schedule all construction activities of Department and contractors related to new and existing water reclamation facilities;
- Prepare documents for and assist in the management and review of informal and formal bids and informal and formal proposals for services;

- Assist other Sections within the Department with the preparation, management, and review of informal and formal bids and informal and formal proposals for services;
- Prepare recurring reports summarizing activities;
- Perform related work as required.

When Assigned to Sanitary Sewer Collection Facilities:

The Department owns, operates, maintains, and repairs the Department's wastewater collection system, which consists of 12 sanitary sewer lift stations, approximately 510 miles of sewer mains ranging from 4-inches to 60-inches in diameter, and over 8,000 manholes. The indoor, outdoor, and below-ground lift stations generally include dual 15- to 30-horsepower pump systems. The pipeline system is primarily composed of vitrified clay pipe (VCP) and includes 15 inverted siphons of 10-inches to 24-inches in diameter. Activities are regulated by California's Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2006-0003. This assignment is heavily focused on designing, implementing, and managing numerous, smaller projects that are not assigned to the Engineering section.

In addition to all duties described above, the following are typical additional duties for a Construction Project Manager assigned to the Water Reclamation Division overseeing the sanitary sewer collections facilities noted above. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Maintain continuous, courteous, and professional communication with the Engineering Section to maintain standardized project delivery methods;
- Participate in the planning and preparation of designs, specifications, and plans for numerous smaller capital improvement projects on the sanitary sewer collection facilities. Incorporate risk management, claims prevention/mitigation, and sound administrative practices and strategies into design and management documents;
- Manage, coordinate and schedule all construction activities of Department and contractors related to new and existing sanitary sewer collection facilities;
- Prepare documents for and assist in the management and review of informal and formal bids and informal and formal proposals for services;
- Assist other Sections within the Department with the preparation, management, and review of informal and formal bids and informal and formal proposals for services;
- Assist in the management, auditing, and review of all components of the Sanitary Sewer Management Plan (SSMP);
- Manage, coordinate, schedule, and inspect all activities related to the on-call sanitary sewer repair, video inspection, and manhole raising contracts;
- Prepare recurring reports summarizing activities;
- Must be able to respond to call-outs or emergencies, including Sanitary Sewer Overflows (SSO's);
- Employees in this alternative duty assignment may be required to participate in call back or standby duty and are subject to being on-call, which may include a rotating schedule including nights, weekends, and holidays; must be able to respond to emergency calls within specified time when participating in the emergency standby program.
- Perform related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Basic principles of effective leadership;
- Advanced principles of project and construction contract management;
- Methods of water/wastewater utility engineering and construction;
- Planning and organizing a unit of engineers, engineering technicians, draftspersons, construction inspectors, and water quality monitors;
- Federal and State water, wastewater, and environmental laws and regulations;
- Federal and State safety and OSHA Regulations;
- Types and variety of equipment, tools, and materials used in water utility construction;
- Basic surveying;
- Basic public relations and customer assistance;
- Appropriate safety precautions and procedures;
- Basic functional knowledge of Computer Aided Drafting;
- Basic knowledge and proficiency with MS Windows, MS Project, and MS Office software.

Ability to:

- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier;
- Coordinate the construction activities for complex water utility and water reclamation construction projects including project scheduling, submittal reviews and tracking, invoice tracking, change order requests and tracking, field inspection supervision, manage sub-consultants as well as design functions including the preparation of specifications, drawings, and construction documents;
- Read, understand, and prepare complex engineering drawings, specifications, and contract documents;
- Prepare clear and concise technical reports and cost estimates;
- Perform project management including scheduling, change orders, and project close out activities;
- Perform construction inspection;
- Conduct thorough investigations, organize data, and draw sound conclusions;
- Review and comment on environmental documents;
- Delegate responsibility to employees at the technical and professional level;

- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out complex oral and written instructions;
- Work under moderate or high stress conditions;
- Establish and maintain effective relationships with those contacted in the course of work;

MINIMUM QUALIFICATIONS

Education/Experience/Certificates: Graduation from high school or equivalent, and one of the following:

1. BA in Engineering, Construction, Water Technology, Wastewater Technology or related field and 4 years of experience in Engineering, Water Technology, Wastewater Technology, Construction or related field. If assigned to Engineering Section, must also obtain and maintain a California State Water Resources Control Board (SWRCB) Distribution Operator I certificate or higher AND an SWRCB Water Treatment Operator I certificate or higher within the first 18 months of employment.
2. AA in Engineering, Construction, Water Technology, Wastewater Technology, or related field and 8 years of experience in Engineering, Water Technology, Wastewater Technology, Construction or related field. If assigned to Engineering Section, must also obtain and maintain an SWRCB Distribution Operator I certificate or higher AND an SWRCB Water Treatment Operator I certificate or higher within the first 18 months of employment.
3. Possession of an SWRCB Grade 3 certificate in Treatment or Distribution and 8 years of related experience, or possession of Grade IV Wastewater Treatment Plant Operator Certificate issued by the SWRCB and 8 years of related experience.
4. 10 years of experience at the journeyman level in construction, construction management and/or project design. If assigned to Engineering, must also obtain and maintain an SWRCB Water Distribution Operator I certificate or higher AND an SWRCB Water Treatment Operator I certificate or higher within the first 18 months of employment.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Class "C" California Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Lift up to 50 pounds in normal duties. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Construction Project Manager

To: Construction Services Manager

Job Description:

BOWC Approved:

Rev. Approved:

9/5/2006

2/7/2012

6/20/2017

6/22/2021

6/28/2022

Testing Standards: App Review/ Supp App Review