

Project Manager

Job Description

The Project Manager will participate in a variety of professional engineering activities directed towards the planning, design, construction, and management of various water/sewer projects.

Essential Duties and Responsibilities

In order to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Assigned duties and responsibilities will include the following, depending on qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serves as project manager and point of contact for RSA. Projects will include but are not limited to residential/commercial development projects, administration, and design of capital projects.
- Reviews proposed development and construction plans and related documents for compliance with RSA construction specifications, local technical codes, State and Federal regulations, etc.; may participate in pre-development meetings;
- Assists in determining and recording available capacity for new development, coordinates interdepartmentally on development projections related to capacity;
- Designs or reviews projects, including administration of the bidding process and seals plans with PE stamp as necessary;
- Designs engineering projects that expand and enhance RSA's systems; oversees design, budget, and permitting for projects; reviews funding requests for projects and authorizes change order and payment;
- Assists in the inspection of construction and completed projects;
- Maintains records and reports of work inspection activities, plans, and related information;
- Prepares engineering studies and reports;
- Represents RSA and attends local and regional meetings to advocate for RSA's needs and priorities;
- Establishes and maintains collaborative working relationships with state and federal agencies and other local units of government;
- Responds to requests for information from citizens, realtors, developers and other interested parties for issues relating to RSA projects;
- Responds to a variety of customer complaints, resolves conflicts with developers, contractors and the general public;
- Work is performed under the general supervision of the Director of Projects and General Manager and is evaluated based on conferences, review of completed work and records, and observation of demonstrated skills;
- Performs related duties as required

Knowledge, Skills, and Abilities

- Thorough knowledge of civil engineering principles, practices, and methods of engineering as applied to the planning, analysis, design and construction of assigned projects;
- Thorough knowledge of applicable laws, regulations, guidelines, standards, and codes related to the design and construction of structures and developments; of methods, materials, and techniques used in the construction projects, and of design and legal requirements of assigned systems;

- Thorough knowledge of the principles of project management and public financing, contracting, and budgeting, and of local, State, and Federal laws and regulations impacting area of assignment;
- Thorough knowledge of local ordinances regarding development;
- Thorough knowledge of Federal, state, and local laws, policies and design criteria for water and sewer;
- Thorough knowledge of engineering mathematics and computer applications and ability to make complex engineering computations, including estimating time and materials' costs;
- Thorough knowledge of planning and construction principles, storage, installation and acceptance testing procedures and practices of water systems, wastewater systems, public works, public spaces, and stormwater management;
- Ability to effectively negotiate and represent RSA and to prepare and administer construction and development agreements;
- Ability to analyze engineering problems and interpret and explain complex engineering criteria to lay persons;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to perform complex professional engineering work with a minimum supervision;
- Ability to effectively resolve citizen complaints and problems on the job site;
- Ability to provide clear, concise, and professionally sound consultation on public utilities, public works and engineering issues;
- Ability to prepare comprehensive and concise technical reports, to make effective public presentations, and to communicate professionally and effectively with members of the public, the development community, and staff of other public agencies;
- Exercise confidentiality and discretion for legal, politically sensitive or private economic development items.
- Ability to use a variety of word processing, spreadsheet, database, or other system software, such as Microsoft Office, ESRI GIS, water and sewer modeling software, internet search engines, etc....

Qualifications and Experience

- Bachelor's degree in Civil Engineering or related engineering field from an accredited college or university;
- Considerable experience as a P.E. that demonstrates successful work as a professional engineer in the area of water and sewer utilities or an equivalent combination of experience and education;
- Possession of a valid Virginia driver's license (required);
- Possession of a Virginia Professional Engineer License (required)

Physical Requirements

The physical demands described here 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.

- While performing the duties of this job, the employee is regularly required to walk, stand, and sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear.
- Specific vision abilities required by this job include ability to adjust focus. If corrective lenses are noted on driver's license, the lenses must be worn when operating Authority vehicles.

- Must possess the visual acuity to compile and compute data and statistics, inspect work for quality of methods and materials, operate a computer terminal, do extensive reading, and use measuring devices.
- Repetitive movement using equipment is involved.
- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, bend, climb, balance or crawl.
- Employee must be able to stand for an extended amount of time at the jobsite.
- Employee must be physically able to walk several miles during the day.
- Employee must be physically able to regularly reach overhead.
- Employee must regularly lift, carry and/or move up to 50 pounds and occasionally 100 pounds. Assistance is required on weight amounts above those listed. Failure to do so could result in injury and denied Worker's Compensation benefits.

General Statement and Selection Guidelines

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- RSA Employment Application
- Rating of education, experience, training and qualifications
- Reference checks
- Interview with RSA management team
- A criminal background check and social security number verification may be performed. The results must match information provided by the applicant on the RSA Employment Application
- Job related test might be required and would be administered to all applicants applying for the position