

PROJECT MANAGER

APPLY HERE:

www.sejpa.org/work-with-us

ANTICIPATED STARTING SALARY \$105,000 - \$130,000

San Elijo Joint Power Authority is seeking a motivated, detail-oriented, analytical problem solver to manage capital and maintenance projects. We are currently implementing an exciting portfolio of diverse projects for recycled water distribution and storage, collection system pump station upgrades, treatment plant process and infrastructure improvements, stormwater capture and reuse, and electrical and control system upgrades.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Civil Engineering or related field.
- 4+ years experience in the water or wastewater industry, with 2+ years experience in project management.
- Engineering-In-Training Certification
- Professional Engineer License desired



EXAMPLES OF DUTIES:

- Manage projects using in-house resources, professional services, materials and equipment purchases, construction contracts and maintenance service providers.
- Assist with asset management, facility planning, special studies, design, and construction oversight.

CURRENT PROJECTS

MOONLIGHT BEACH PUMP STATION MODIFICATIONS

Replaces aging pumps, motors, and other mechanical components to improve operational reliability, reduce maintenance intensity, and address safety concerns.

Capital Budget: \$2.1 Million

BIOSOLIDS DEWATERING FACILITIES IMPROVEMENTS AND MS-2 REPLACEMENT

This project consists of two major components: (1) replacement of the aging biosolids dewatering equipment, polymer system, and biosolids handling systems, and rehabilitation of the dewatering building and ancillary systems and structures; (2) replacement of electrical backbone infrastructure including Main Switchboard No. 2 (MS-2) and electrical systems associated with the biosolids dewatering process.

Capital Budget: \$12.1 Million

STORMWATER CAPTURE & REUSE

Provides new source water for recycling, improve site drainage to manage runoff and erosion, protect downstream water quality, and align with industrial stormwater permit requirements.

Capital Budget: \$2.1 Million

BIOLOGICAL TREATMENT IMPROVEMENTS (NDN & CCT)

Major treatment process upgrades to improve effluent quality to optimize current operations, reduce nutrient loads on the environment, and position the agency for expanded recycled water production including potable reuse.

Capital Budget: \$10.5 Million

WANKET TANK REFURBISHMENT AND PIPELINE

Provides offsite recycled water storage through the refurbishment and conversion of an existing 3-million-gallon tank from potable to recycled water storage, improving service reliability, operational efficiency, and water pressure for customers.

Capital Budget: \$3.0 Million

OPERATIONS & MAINTENANCE PROJECTS:

SEJPA's asset management program requires regular upgrades at the San Elijo Water Campus and remote facilities. Prioritized near-term projects include rehabilitation of Dissolved Air Flotation Thickeners, hydraulic improvements to recycled water pump stations, and the addition of biogas treatment.

Average Annual Capital Budget: \$500,000

SAN ELIJO JOINT POWERS AUTHORITY

PROJECT MANAGER

Department: Infrastructure & Sustainability	Accountable to: Director of Infrastructure & Sustainability	FLSA Status: Exempt
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DEFINITION

Under general direction, the Project Manager will plan, organize, and review the preparation of drawings, specifications, and cost estimates in connection with the construction, alteration and/or maintenance of a wide variety of engineering projects/facilities. Perform field and office engineering work associated with recycled water and wastewater systems operations and the design and construction of public facilities. Serve as project leader on projects or assignments performing engineering work including cost analysis, projected timelines, progress reports, and required specialized research. Review, analyze, and conduct specialized technical studies and investigations; review and check construction plans; perform research work preparing comprehensive reports; and make recommendations on engineering problems. The Project Manager will write monthly reports for management and the Board of Directors, as well as prepare permit compliance reports.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

ESSENTIAL JOB FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The exact duties performed will depend on the needs of the SEJPA.

- Plans, organizes, directs, and manages SEJPA engineering and related administrative activities.
- May serve as project manager for SEJPA capital and/or maintenance projects. Assists in development of scope of work; reviews proposals/bids/quotes; conducts preconstruction meetings; meets with engineers/other agencies to resolve problems relevant to assigned design development projects; reviews and approves progress payments to engineering firms and contractors.
- May be assigned to manage the execution of various contracts including, but not limited to, technical service agreements, maintenance agreements, purchase orders, professional service agreements, and construction contracts; conduct kickoff meetings; administer the contracts including monitoring work progress, inspecting work for quality and completeness, reviewing payment requests, assessing and processing amendments to the agreements, and contract closeout.
- Prepares engineering studies and reports on rehabilitation of existing facilities and on future projects.
- Writes and reviews engineering requirements for development projects.

- Assists in administering Capital Improvement Project contracts and construction projects; prepares budget requests and helps administer approved project budget.
- Maintains records and provides status updates for contracts and projects; contributes to regular capital project reporting.
- Prepares goods and services procurement contracts and related documents in support of engineering programs including: scopes of work, requests for bids (RFB), and proposals (RFP); evaluates bids and proposals; negotiates contracts; ensures compliance with applicable SEJPA policies and procedures; and monitors contract performance.

SPECIFIC TYPES OF KNOWLEDGE, SKILLS AND PHYSICAL ABILITIES REQUIRED FOR THESE ESSENTIAL JOB FUNCTIONS

- Ability to perform complex engineering work requiring a high level of discretion and independent judgment.
- Knowledge of principals, practices, and methods of civil engineering.
- Knowledge of construction and water/wastewater industry operation and safety.
- Ability to research and prepare designs, plans, specifications, estimates, reports, and recommendations relating to engineering projects.
- Ability to research, interpret, and ensure compliance with applicable local, state, and federal regulations.
- Ability to research and interpret environmental regulations to determine applicability and compliance.
- Ability to prepare regulatory reports in compliance with permit requirements.
- Ability to analyze and make recommendations on engineering, regulatory, water quality, and management issues; understand, interpret, explain, and apply federal, state, and local policy, law, and safety regulations, and court decisions governing SEJPA operations.
- Ability to prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials and exercise sound, expert, and independent judgment within general policy guidelines.
- Ability to establish and maintain effective working relationships with local public agencies, contractors, and construction personnel, employees, and the public.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to communicate effectively to employees, managers, contractors, and others.
- Ability to establish and maintain cooperative working relationships in order to foster a team approach.
- Proficient in Microsoft Office (Word, Excel, and PowerPoint), Revu Bluebeam (PDF Editor).
- Experience with AutoCAD will be favorably considered.
- Experience with computerized maintenance management system(s) will be favorably considered.

EDUCATION REQUIREMENTS

A Bachelor's Degree in Civil Engineering or a related field from an accredited college or university.

EXPERIENCE REQUIREMENTS

Typically requires 4+ years of experience in the water or wastewater industry including at least 2+ years of project management experience.

Experience with field work and public works construction is highly desirable.

Attained advanced knowledge through a combination of work experience and intellectual instruction. Experience, as part of college coursework, may qualify.

LICENSE/CERTIFICATION REQUIREMENTS

Possession of a valid California Class C Driver's License and insured in accordance with at least minimum coverage and liability standards established by the State of California. Failure to maintain a valid Driver's License, liability insurance, and the ability to be insured under the SEJPA's automobile insurance carrier constitutes possible cause for termination.

Engineering–In-Training certification.

Professional Engineer License, is desirable.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

Physical Demands:

While performing the duties of this position, an employee is regularly required to walk; talk, or hear by telephone and in person; sit; smell; use hands and fingers to handle, feel, or operate standard office equipment, objects, tools, or controls; reach and lift with hands or arms. The employee is frequently required to stand, stoop, and kneel for prolonged period of time.

Ability to withstand strenuous physical activities for extended periods of time includes bending, crawling, squatting, twisting, climbing, pushing, and pulling.

Specific vision abilities required by this job include close and distance vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this position, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with other managers, board members, government officials, regulators, employees, and the public.

Work Environment:

The employee works under typical office conditions as well as construction or work sites in the course of inspecting and monitoring work or supervising work crews. The noise level in the office environment is usually quiet; work sites may be dirty, loud, and odorous.

QUALIFICATIONS

Ability to pass SEJPA pre-employment physical examination; the ability to read, write, speak, and comprehend English.

RIGHT TO WORK

Documentation of eligibility to work in the United States will be required as a condition of employment.

To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the SEJPA will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified employee with a disability, unless undue hardship would result to the SEJPA. To request such an accommodation, please refer to the SEJPA employee handbook.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned that may become essential to the position.

The San Elijo Joint Powers Authority does not discriminate against any applicant for employment on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations.