

# SR. PROJECT MANAGER

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**ANTICIPATED STARTING SALARY \$130,000 - \$154,945**

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.
- 5+ years experience in project management
- 10 years experience in wastewater industry, construction or other applicable industry
- Professional Engineer License
- Project Management Professional (PMP) Certificate desired



## EXAMPLES OF DUTIES:

- Manage the complete execution of capital and maintenance projects utilizing professional consultants, construction contractors, and in-house resources.
- Lead the development and implementation of the Capital Program including 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

## SENIOR PROJECT MANAGER

<b>Department:</b> Infrastructure & Sustainability	<b>Accountable to:</b> Director of Infrastructure & Sustainability	<b>FLSA Status:</b> Exempt
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### **DEFINITION**

The Senior Project Manager is an advanced-level exempt classification in the project manager series and assumes all of the abilities listed in the project manager series description as well as a high level of complex duties and specialized professional engineering activities that require the use of independent judgment and decision-making, initiative, and project management. Incumbent serves in the capacity of a leadership role, and performs difficult and responsible types of duties, including providing direction over agency personnel in alignment with the agency's vision and mission. SEJPA employees may be required to work overtime, weekends, evenings and holidays to accomplish assigned duties, in addition to responding as a Disaster Emergency Service Worker.

### **SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower-level staff to include: prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained, and making hiring, termination, and disciplinary recommendations.

### **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.*

- Plan, organize, execute, direct activities, and manage all aspects of the full life cycle of capital project(s) to ensure the overall program is in alignment with and directly supports the achievement of agency's strategic objectives.
- Work with team to identify all project risks and develop mitigation strategies.
- Provide on-site leadership for project team by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones.
- Provide oversight of the design and planning process.
- Obtains and manages project permits.
- Responsible for all phases of construction.
- Performs contract administration for design and construction projects.
- Prepares project status reports including budget and schedule updates.
- Ensures execution of quality assurance for plans, specifications, and contracts.
- Completes project closeout and file archiving when projects are finished to include record drawings and maintenance manuals.
- Develops request for proposals and scope of work for solicitations of work.
- Assists in the selection of consultants and procurement of related services.
- Coordinates and negotiates project work with contractors, consultants and engineering firms, public agencies, public utilities, local groups, cities and individual customers.

- Provides input to strategic decisions that affect the functional area of responsibility and into developing capital budgets.
- Ensure that projects and programs are proceeding according to scope, schedule, budget and quality standards.
- Coach, mentor, motivate and supervise project and program team and performance reviews and staff development.
- Continue professional development in order to keep abreast of emerging technologies, methods and best practices.
- Represents SEJPA by attending meetings, public meetings, public events, and speaking engagements; attends staff meetings, committee meetings, and/or other related meetings; serves as a liaison with external agencies.
- Participates in the development and administration of assigned departmental, division and/or project budgets; forecasts funding requirements; monitors and approves expenditures; recommends budget adjustments.
- Performs other duties of a similar nature or level.

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

- Has the ability to competently communicate directly with contractors, designers, and engineers concerning project cost, staffing and scheduling.
- Excels at creating and managing project plans.
- Capable of resolving escalated issues arising from design consultants, contractors, regulators and internal departments.
- Able to manage complex projects with multiple consultants and other supporting professionals.
- Adhere to SEJPA procedures including purchasing and record management policies and procedures, ensuring compliance with the agency's record retention policy.
- Provides a high level of customer service by effectively dealing with the public, vendors, contractors, and SEJPA staff.
- Self-motivated, decisive, with the ability to adapt to change and competing demands.
- Flexible with proven ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.

**EDUCATION REQUIREMENTS**

A Bachelor of Science Degree in the field of Civil Engineering from an accredited college or university.

**EXPERIENCE REQUIREMENTS**

Typically requires 5+ years of project management and 10 years of wastewater industry, construction or other applicable industry experience. A combination of certification and experience will be considered.

### **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.

Professional Engineering license is required.

Project Management Professional (PMP) certificate 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.**

Last Updated: August 2023