

## **I. TITLE: ENGINEERING PROJECT MANAGER**

## **II. REPORTS TO: DEPUTY EXECUTIVE DIRECTOR**

**SUMMARY:** Under the direction of the Deputy Executive Director plans, designs, and inspects all phases of BCWA capital and infrastructure projects; supervises, schedules, assigns, and reviews the work of field and office engineering staff, contractors, and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; provides complex assistance to BCWA management in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

Incumbents are also expected to independently perform the full range of engineering duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assists the Deputy Executive Director with the project initiation phase, including defining the project scope; identifying project financing; identifying internal and external stakeholders; and developing a project schedule.

Responsible for the project planning process, including developing a project management plan; determining project requirements; defining project activities and sequencing; establishing resource needs; developing project schedules, communications, safety and risk management plans; coordinating with permitting and other utility agencies; performing historical document research and review; surveying and engineering analysis of alternatives; preparing plans, specifications, and cost estimates; performing research, map, and field studies and surveys; drafting site plans with specialized computer software; coordinating construction schedules with other projects and agencies; preparing and reviewing cost estimates; inspecting construction of projects to ensure compliance with construction documents; and other related engineering and design work.

Provides project administration, management, public relations and inspection of BCWA construction projects, including distributing information, coordinating work, reviewing and inspecting work to ensure conformance with plans and specifications, tracking and maintaining all project accounting, reviewing change orders or contract amendments, coordinating and controlling project schedules, preparing project performance reports for distribution to appropriate managers, and providing public notices of projects.

Reviews construction plans prepared by consulting engineers and private contractors to verify compliance with BCWA requirements; participates in pre-design, construction, and utility coordination meetings and issues construction permits.

Plans, organizes, assigns, supervises, and reviews the work of assigned staff; reviews engineering calculations of engineering technicians; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; trains staff in work procedures; implements procedures and standards.

Prepares detailed cost estimates with appropriate justifications, maintains all engineering documentation and records, and prepares routine reports of work performance.

Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public in person, via telephone, or other means of communication.

Provides oversight to ensure that all capital projects are properly closed out, including obtaining appropriate approvals from internal or external regulatory authorities; conducting appropriate post-project critiquing sessions, applying appropriate updates to organizational processes or assets; and archiving all relevant project documentation.

Develops consultant requests for proposals for professional and/or construction services and oversees the advertising and bid processes; evaluates proposals and recommends project award; negotiates and administers contracts for construction projects; ensures contractor compliance with BCWA standards and specifications, time, and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.

Provides technical review for construction plans for private developments, State or other utilities performing work that may affect the BCWA system to ensure adherence to BCWA rules and standards; recommends changes as necessary.

Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems. Provides reports for the Executive Director and the Board of Directors.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities. Provides technical direction and training to other engineering and technical staff.

Works with upper management to maximize the utilizations of the asset management program, assures that appropriate data is collected, analyzes data for prioritization of projects, and assists operations with asset replacement/maintenance schedules.

Utilizes the hydraulic model to analyze the operation of the distribution system; recommends changes to operation practices, recommends and prioritizes system upgrades.

Utilizes and oversees the maintenance of the BCWA GIS system, support staff, and contracted services.

Attends meetings, conferences, workshops, and training sessions and reviews publications and audiovisual materials to become and remain current on principles, practices, and new developments in assigned work areas.

Performs other duties as assigned.

## **QUALIFICATIONS:**

Knowledge of:

The application of civil engineering principles, techniques, policies, and procedures. Methods, materials, and techniques used in the construction of water utility projects, including instrumentation and control of water systems.

Advanced principles, practices, procedures, and standards related to engineering infrastructure development and maintenance.

Advanced principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration.

Advanced design, layout, and construction practices for water supply and distribution projects. Bidding requirements for public works projects.

Applicable Federal, State, and local laws, codes, and regulations.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.

### **Education and Experience:**

Graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field and four (4) years of increasingly responsible experience in professional engineering design, plan review, and project administration experience.

### **Licenses and Certifications:**

Possession of a valid driver's license with a satisfactory driving record.

Possession of, or ability to obtain within six (6) months of appointment, a Registration as a Professional Engineer license to practice in the State of Rhode Island is preferred, but not required.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to visit and inspect various BCWA construction and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although the job involves field inspection work requiring frequent walking at inspection sites to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to

retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

## **ENVIRONMENTAL**

Employees work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **Salary and Benefits:**

- Salary \$100,000 to \$125,000, commensurate with qualifications.
- 457 Plan
- Health and Dental insurance
- Vision Insurance
- Employee assistance program
- Flexible spending account
- Life insurance
- Paid time off

Work hours shall be Monday through Friday, 40 hours per week.

Work to be performed at BCWA Administrative Offices, 450 Child Street, Warren, RI.

## **THIS IS NOT A REMOTE POSITION**

Please email resume to [hr@bcwari.com](mailto:hr@bcwari.com).

Posting will remain open until filled.

Bristol County Water Authority is an Equal Opportunity Employer.