

EEO CATEGORY	- Technicians
COMPENSATION STATUS	- Non-Exempt
COMPENSATION GRADE	- V

PROJECT MANAGER

This is responsible supervisory and management work involved in planning, directing, coordinating through subordinate contract employees for the design, construction, maintenance and or repairs of HWEA's building construction, water distribution system, wastewater collection system, and natural gas distribution system as necessary. Work normally is completed in a 40-hour week, but is subject to overtime and callback in cases of emergency or in periods of heavy activity. Work normally is completed in a field environment in all types of weather conditions, requires considerable initiative and independent judgment, and may be supervised by the Supervisor of Engineering, and / or the Director of Engineering / Construction / Distribution as specified. An employee in this classification;

- Plans and supervises the design, procurement, execution and construction of work assigned to contractors / engineers;
- Coordinates work with other HWEA divisions and with other utilities;
- Completes reports and maintains records as necessary;
- Troubleshoots and resolves construction or service problems;
- Assists with major projects such as those related to building construction or repairs, water distribution, wastewater collection system, natural gas contracts for various construction and or maintenance projects as required.

EXAMPLES OF WORK PERFORMED

1. **Plans and supervises work of assigned contractors / engineers. (20%)**
 - Plans and directs the design, procurement, execution and construction of work assigned to contractors / engineers.
 - Schedules work in logical steps to meet deadlines.
 - Determines work priority; provides needed assistance and/or instructions.
 - Reviews and checks work for completeness and accuracy.
 - Recommends equipment and job specifications.
 - Determines and schedules project to assure efficient, effective and economical response.
 - Recommends changes in contractor staff and or equipment based on documented need for people and materials.
 - Provides budgetary information for contracts.
 - Supervises maintenance and construction contractors / engineers.
 - Familiarizes contractors with contract documents, policies, procedures and the overall functions of construction and maintenance activities.
 - Evaluate construction methods and determine cost-effectiveness of plans.

2. Troubleshoots and resolves infrastructure repairs. (30%)

- Identifies causes of infrastructure problems.
- Assigns contractors based on job priority and complexity.
- Supervises contractors during the installation and / or repair of water and sewer mains and services and appurtenances.
- Supervises contractors during property restoration.
- Evaluates infrastructure and recommends areas for major construction or repair activities.
- Responds to emergencies and directs contractors as necessary.
- Responds to after-hours issues according to scheduled work.

3. Completes reports / maintains records / project software. (15%)

- Prepares and / or reviews daily reports and records completed by contractors / engineers.
- Assures that as-built drawings are completed and forwarded to Engineering for inclusion into Authority records.
- Reviews design, contracts, pay estimates and certified payroll for materials and time allocations and for completeness of information.
- Prepares necessary summary reports and records for management.
- Uses project management software in order to track progress of projects.

4. Coordinates work activities within and outside the Authority. (10%)

- Coordinates HWEA activities with other divisions and electric, telephone, cable television, gas, and other utilities.
- Contacts City, County, State and Federal agencies where necessary.
- Assists in locating HWEA water mains and customer lines to minimize interruptions of service to customers.
- Develops and secures property easements / deeds as necessary.

5. Interfaces with contractor on field service problems. (10%)

- Coordinates service outages or construction projects prior to beginning work.
- Responds to customer inquiries about work tasks and timing requirements.
- Makes field decisions concerning restoring customer property.
- Resolves customer problems associated with contractor operations.

6. Assists with major projects or unusual situations. (10%)

- Assists with major construction and maintenance activities.
- Provides technical guidance and expertise in service disruptions or construction projects involving unusual circumstances.
- As required, substitutes for other project managers or technicians during vacation, illness or other instances.

7. Performs other duties as directed. (5%)

It is understood that HWEA provides water, wastewater treatment and natural gas services to residents of its service area. Any duty necessary to perform these functions may be required of any employee, whether or not it is listed in this position description.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of principles and practices of water distribution, wastewater collection system operation, and or natural gas, construction and maintenance.
- Comprehensive knowledge of water, wastewater, and or natural gas hydraulics.
- Comprehensive knowledge of the design, maintenance and operating methods and construction procedures relating to water, wastewater and natural gas systems, including operations, services, maintenance, and equipment utilization.
- Comprehensive knowledge of Authority service area and service policies/procedures.
- Comprehensive knowledge of maintenance and construction safety practices.
- Thorough knowledge of the principles and practices of customer service.
- Thorough knowledge of blueprint and map reading.
- Thorough knowledge of the operations and maintenance of ancillary equipment such as backhoes, jackhammers, tapping machines, pipe and leak-detection equipment.
- Thorough knowledge of the principles and practices of supervision.
- Knowledge of coordinated utility operations.
- Knowledge of basic mathematics.
- Knowledge of record-keeping procedures.
- Skill in planning, organizing, directing, controlling and coordinating the use of personnel and equipment within prescribed budgetary requirements and established standards.
- Skill in identifying and resolving operational, procedural and personnel problems.
- Skill in acquiring necessary resources to complete assigned tasks.
- Skill in building working relationships with contractors, other functional areas, utilities, consultants and the like.
- Skill in performing all phases of water distribution and wastewater collection repairs.
- Ability to plan, organize, instruct and direct the work of others.
- Ability to schedule work effectively, efficiently and economically.
- Ability to coordinate work within and outside the Authority.
- Ability to analyze work problems and procedures and recommend improvements.
- Ability to investigate problems and determine appropriate actions.
- Ability to read blueprints, maps, and contract documents.
- Ability to work from oral, written, diagram and radio instructions.
- Ability to complete written reports in a timely and legible manner.
- Ability to prepare and present clear and concise reports for a variety of audiences.
- Ability to work safely, alone or as part of a work group, to identify and correct safety hazards, to develop and implement safety policies and procedures, and to enforce safety standards.
- Ability to establish and maintain effective working relationships with employees, management, the Board of Directors, contractors, engineers, consultants, suppliers, and the general public.

DESIRABLE EDUCATION AND EXPERIENCE

A Bachelor of Science in Construction Management or Civil Engineering preferred, but not required. At least five years' experience in construction-related work, with at least two years experience in supervision. A high school diploma or the equivalent is required, and post-high school technical courses in water and wastewater operations, supervision, construction activities and management, and the like are highly desirable. A combination of education and experience that provides the necessary knowledge, skills and abilities will be considered.

NECESSARY SPECIAL REQUIREMENTS

Must possess a valid Kentucky driver's license, be able to pass a driving test, and maintain a good driving record. Must be available by telephone for emergency callback and be able to work overtime and weekends, as assigned.

PHYSICAL REQUIREMENTS

Must be able to:

Stand	2/3 of day and more
Walk	2/3 of day and more
Sit	Up to 1/3 of day
Stoop, kneel, crouch or crawl	Up to 2/3 of day
Use hands to finger, handle or feel	2/3 of day and more
Reach with hands and arms	2/3 of day and more
Talk or hear	2/3 of day and more
Climb	1/2 of day or more

Exert or lift:

Up to 50 lbs.	2/3 of day or more
75-100 lbs.	Up to 1/3 of day

Vision:

Must have natural or corrected vision to be able to see clearly at 20 inches or less; 20 feet or more; color vision; peripheral vision depth perception; and ability to adjust focus.

Environmental conditions include:

Working near moving mechanical parts	2/3 of day or more
Working in 4' to 20' deep trenches	1/2 of day or more
Working near fumes or airborne particles	1/2 of day or more
Work in outdoor weather conditions	2/3 of day and more
Work with or around vibration	2/3 of day or more

Typical noise level is:

From loud to very loud – earthmoving equipment/jack hammer, other equipment.

Stress Level:

Moderate to Low - May work in day and or night weather conditions, physically and mentally demanding emergencies and working around heavy equipment, gas, phone, cable and power lines.