

## **HRSD**

### **Position Description: Chief of Design and Construction**

#### **Section I. Position Reference Information**

- |    |                      |  |
|----|----------------------|--|
| a. | Department           | Engineering                            |
| b. | Division             | Design and Construction                |
| c. | Position Title       | Chief of Design and Construction       |
| d. | Immediate Supervisor | Director of Engineering                |
| e. | Work Center          | North Shore or South Shore Main Office |
| f. | Grade                | 11                                     |

#### **Section II. Position Summary**

Under broad guidance, the Chief of Design and Construction is responsible for:

- a. Providing design and construction services using outside consultants and contractors
- b. Providing limited in-house design capability
- c. Providing guidance and direction to staff members
- d. Managing Professional Services Annual Contracts and related programs
- e. Communicating the HRSD Mission, Vision and Values and modeling the Engineering Department Mission Statement.

#### **Section III. Examples of Position Duties**

- a. Supports a diverse work environment where differences are embraced and accepted
- b. Manages all aspects of Professional Services Agreements and Construction Contracts to accomplish the design and construction of new facilities and rehabilitation of existing HRSD facilities
- c. Develops and maintains the Design and Construction Standards Manual
- d. Assists with the implementation of Capital Improvement Program (CIP) and other special projects
- e. Provides financial, schedule and quality oversight for CIP projects
- f. Develops and implements the Professional Services, Contractor and Design-Build Selection Process
- g. Coordinates with all departments to ensure continuous operations of facilities and to meet specific needs and requirements
- h. Resolves disagreements in both Professional Services Agreements, Design-Build Contracts and Construction Contracts
- i. Manages and develops staff to include training to assure they are meeting their greatest potential and mentoring for future career opportunities
- j. Advises and assists the General Manager and other HRSD Departments on all appropriate issues
- k. Provides evaluation, inspection and design support for projects utilizing the Professional Services Annual Contracts
- l. Reviews and recommends updates to all Construction and Design-Build Contracts and Professional Services Agreement related documents
- m. Manages external program management services used to supplement internal staffing needs
- n. Presents technical and non-technical issues to HRSD Commission, staff and external groups

- o. Performs the duties of the Director of Engineering as needed

#### Section IV. Position Contacts

##### a. Standing Committees, Boards, and Organizations

###### 1. Required

- a) Co-Chair - HRSD Engineering Standards Committee
- b) Member – CIP and Improvement Budget Review Committee
- c) Member - Engineering QST
- d) Co-Chair – Design and Construction QST

###### 2. Desired

- a) Chair/Member – Professional Services and Design-Build Selection Committees
- b) Officer/Member - HRPDC Regional Construction Standards Committee
- c) Member - Professional Engineering or related organizations (DBIA, ASCE, WEF, NPWA, PMI, etc.)

##### b. Internal Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Director of Engineering	Policy guidance	Daily
Chiefs	Coordinate projects and set priorities	Weekly
Admin staff	Receive support and provide guidance	Daily
Project Managers	Provide policy and technical guidance, establish priorities, mentor, provide QA	Daily
Operating staff	Review meetings, progress meetings, site visits, provide requested support	Monthly
Commission	Provide briefing and receive approvals	Monthly
General	Keep advised and seek policy guidance	Bi-weekly

##### c. External Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Professional Services Firm Principals	Maintain relationships, resolve issues	Quarterly
Professional Services Firm Project Managers	Project meetings and coordination	Weekly
City Utility, Public Works and Planning officials from department heads down	Coordinate HRSD projects	Bi-monthly
Contractor Owners & Project Managers	Project meetings, negotiations, coordination	Monthly
HRUHCA	Maintain relationships with local contractors	Quarterly

## **Position Accountabilities and Expectations**

- a. Compliance – Meets all Engineering Standards, regulations and laws
- b. Operations and Maintenance - Provides reliable service to the jurisdictions at minimal cost to the ratepayers
- c. Financial Management – Manages expenses in alignment with HRSD budget projections and financial management practices
- d. Process Management – Operations and maintenance have clear process measures and are optimizing performance, while remaining cost effective
- e. Talent Management – Employees are effectively utilized; Employees are developed to take on more responsible roles; Effective hiring decisions are made; Training and development is visibly supported
- f. Customer Satisfaction - Address nuisance complaints; Minimal possible impact to general public and internal customers
- g. Timeliness – Meets deadlines for tasks and reports
- h. HRSD Universal Competencies – Consistently demonstrates HRSD Universal Competencies

## **Section V. Working Conditions**

- a. Must be able to work at a senior manager level in a team-oriented culture
- b. Must be able to travel outside of HRSD and drive to various HRSD work centers
- c. Must be able to visit construction sites and other locations which could require personnel protection equipment

## **Section VI. Physical Requirements**

- a. Must be able to climb ladders and stairs
- b. Walk moderate distances through unimproved areas

## **Section VII. Other**

- a. Medical certification of physical requirements may be required
- b. Must be currently authorized to work for any U.S. employer

## **Section VIII. Qualification Standards**

- a. Education
  - 1. Required  
Bachelor of Science in Civil Engineering or related field; Seminars and courses in wastewater design and operations, construction, materials, project management, scheduling, contracting, claims avoidance and negotiation, organization, motivation
  - 2. Desired  
Master's degree in engineering, management or related curriculum
- b. Experience  
Required: Minimum of ten years experience in an engineering capacity Experience in project management of design and construction projects

- c. Job-specific Technical Competencies
  - 1. Required
    - a) Knowledge of civil engineering with a working knowledge of environmental, hydraulics, structural, materials, geotechnical, mechanical, electrical and construction engineering
    - b) Knowledge of planning, design and construction process for wastewater collection systems and treatment plants
    - c) Knowledge of procurement and contractual procedures
    - d) Knowledge of business administration principles
    - e) Knowledge of general functions and duties of other HRSD or similar Departments
    - f) Skills in communicating, negotiating and seeing the big picture
    - g) Experience in leading, motivating, managing, hiring, training, problem solving, handling emergencies and high priority situations
    - h) Ability to meet critical project schedules; respond to off-hour requirements; and deal with stressful situations
- d. Special Licenses
  - 1. Required
    - a) Virginia Professional Engineer License
    - b) Valid Driver's License from state of residence
  - 2. Desired
    - a) Project Management Professional (PMP) certification
    - b) Envision Sustainability Professional (ENV SP) certification
- e. [HRSD Universal Competencies](#)