

HRSD
Position Description: Condition Assessment Manager

Section I. Position Reference Information

a.	Department	Engineering
b.	Division	Asset Management
c.	Position Title	Condition Assessment Manager
d.	Immediate Supervisor	Chief of Asset Management
e.	Work Center	Main Office
f.	Grade	9

Section II. Position Summary

Under broad guidance, the Condition Assessment Manager is responsible for:

- a. Developing, implementing and managing a comprehensive condition assessment program for all HRSD assets
- b. Managing projects assigned to the Asset Management Division throughout HRSD including planning, design, and construction phases
- c. Working closely with treatment plant and interceptor system managers to proactively identify project needs and program in accordance with asset management data
- d. Managing HRSD's Corrosion Protection Program
- e. Coordinates condition assessment efforts with engineers, contractors, and local governments as necessary
- f. Perform coordination with local, state and federal jurisdictions and agencies
- g. Managing the procurement of Professional Services selections, materials, and construction services to achieve project goals
- h. Troubleshooting and serving as a resource for the resolution of problems and technical evaluations related to operations, equipment, structures or other appropriate issues
- i. Performing design, preparation of contract documents, contract administration and field inspection as required
- j. Performing data and statistical analysis including asset reliability modeling, root cause failure analysis, remaining useful life predictions, and life cycle cost analysis
- k. Ability to model and analyze asset condition with computer models: demonstrates an understanding of strengths/limitations of such models
- l. Developing maintenance data standards and monitoring key performance indicators to manage risk and sustain asset performance
- m. Coordinating emergency preparedness and disaster response planning
- n. Providing technical engineering support to the Asset Management Division
- o. Meeting the Mission, Vision and Values of HRSD and the specific needs of the department as defined in the Engineering Department Mission Statement

Section III. Examples of Position Duties

- a. Establishes condition assessment process and procedures to ensure all assets are assessed as required to inform the Asset Management System
- b. Ensures condition is assessed at the appropriate frequency through internal and external resources which may include performing the actual physical assessment
- c. Manages projects to include scope development, Professional Services selection, design, construction administration, inspection, and warranty phases; coordinates changes with Engineers, contractors, HRSD customers, regulators, and localities as necessary
- d. Coordinates reviews with consultants, HRSD internal customers, and other stakeholders

- e. Monitors design and construction phases for conformance to HRSD Standards and Preferences and project specific requirements
- f. Performs routine and special assignments including studies, reports, memorandums, letters, meetings, and verbal presentations on HRSD and Engineering Department issues
- g. Interacts and coordinates with local jurisdictions and regulatory agencies on review, approval, permitting and other issues
- h. Performing site visits during failures and emergency projects to collect data and help determine the best repair method
- i. Continually looks for ways to improve the value of the condition assessment process
- j. Prepares in-house design & construction documents as needed
- k. Evaluates new equipment and materials for use at HRSD and serves on one or more of the Standards and Preferences sub committees
- l. Reviews and approves Professional Services Invoices, Contractor Pay Applications, and other related project costs
- m. Troubleshoots project related problems and provide engineering support
- n. Thorough working knowledge of HRSD's "Standards and Preferences for Engineered Construction Projects" and "Engineering Department Project Guidelines Manual"
- o. Documents project information, writes reports and other necessary correspondence for the project files
- p. Performs the duties of the Chief of Asset Management as needed
- q. Supports a diverse work environment where differences are accepted

Section IV. Position Contacts

- a. Standing Committees, Boards, and Organizations
 - 1. Required
 - a) Member – Asset Management Division QST
 - b) Member – Cross Functional Teams, as assigned
 - 2. Desired
 - a) Member –Relevant Professional Organizations, including WEF, VWEA, ASCE, IAM
 - b) Member – Relevant User Groups

b. Internal Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Special Assistant for Compliance Assurance	Coordinate transition of regulatory condition assessment work to Asset Management Division	Weekly
Treatment Plant, Interceptor & other project customers	Coordinate all phases of condition assessment and project implementation, study, design, construction, inspection, startup and warranty	Daily
Chief of Asset Management	Provide status and update information	Daily
Chief of Communications	Provide project update information for HRSD webpage and obtains assistance in interacting with public and jurisdictions for public meetings	Monthly
Engineering Contract Specialist	Coordinates contractor and consultant pay requests, change orders, and amendments; Professional Services selections, project initiation and closeout; WQIF/VRLF issues; commission meeting issues	As needed
Planning and Analysis (P&A) Division	Initiate and justify capital projects based on results of condition assessment	As needed
Other HRSD Employees	Communicate information to stakeholders as appropriate	Weekly

c.	External Contacts	
	<i>Contact</i>	<i>Purpose</i>
	Contractors	Manage contracts and communication with external contractors
	Equipment suppliers/vendors	Coordinate special procurements, stay abreast of and evaluate new/alternate materials & equipment
	Jurisdictions and Permitting Agencies	Obtain approvals and permits for projects; coordinate condition assessment, design and construction; advise of project status
	Consulting Engineers	Negotiate and manage professional services agreements for project design, contract administration, inspection, surveying, conditional assessment, or other required services
		<i>Frequency</i>
		Daily
		Monthly
		Monthly
		Daily

Section V. Position Accountabilities and Expectations

- a. Compliance – Condition assessment program meets all regulatory requirements. Projects are performed in accordance with all federal, state or municipal requirements and regulations and HRSD procedures; effective oversight is provided to ensure project compliance with defined goals and objectives
- b. Financial – Condition assessment program and other project expenditures are in alignment with budget projections
- c. Process – Quality projects are provided on-time and on-budget; Professional Services Selection processes are handled in a timely, cost effective, and professional manner
- d. Customer Satisfaction – Zero customer complaints; customer feedback is generally positive; customer feedback among the various work centers indicates that project management meets or exceeds customer expectations
- e. Timeliness – Meets deadlines for project completion, reports submission, and change order implementation
- f. HRSD Universal Competencies – Consistently demonstrates HRSD Universal Competencies

Section VI. Working Conditions

- a. Must be able to work at a middle manager level in a team-oriented culture
- b. Must be available to work overtime and nights & weekends as needed
- c. Must be able to travel outside HRSD, and drive to various HRSD work centers

Section VII. Physical Requirements

- a. Work requires light lifting ability (20-50 pounds)
- b. Work involves walking, climbing, standing, or bending and at times may be in an OSHA designated noise environment (> 85 decibels)
- c. Must be able to work around chemicals, fumes, moisture, heat, noise, gases odors and in confined spaces
- d. Must be able to travel to construction sites and facilities on a routine basis to perform and coordinate condition assessment, failure root cause analysis, and troubleshooting equipment

Section VIII. Other

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

Section IX. Qualification Standards

- a. Education
 - 1. Required
BS Degree in Engineering or related field from an accredited university
 - 2. Desired
 - a) MS Degree in Engineering or related field from an accredited university to allow for future advancement
 - b) Training in the principles of quality management and strategic planning
- b. Experience
 - 1. Required
 - a) Minimum of 4 years' experience focused on the design and operation of water/wastewater infrastructure, to include project management and environmental regulatory enforcement
 - b) Minimum of 4 years' experience in automation, engineering economics, technical writing, and construction/repair inspection
 - 2. Desired
 - a) Five years experience in the water or wastewater industry
 - b) Experience with HRSD facilities, operating departments and HRSD project delivery and procurement issues
 - c) Experience with public procurement of engineering firms and construction contractors
 - d) Working knowledge of electrical and instrumentation systems as applicable to SCADA, DCS, treatment processes, and pumping systems
 - e) Experience with building code interpretation and enforcement for vertical construction

Training Levels

Personnel in this category are fully qualified at Grade 9 with appropriate BS degree, P.E. and 4-5 years of experience. While a fully qualified selection is desired, the following training levels and years of experience are established for personnel who are not fully qualified and do not possess the required P.E. license:

Grade 9a - BS degree plus 4 years relevant experience **or** MS degree and 3-4 years relevant experience

Grade 9b -BS degree and 3 years relevant experience **or** MS degree and 2-3 years relevant experience

Grade 9c - BS degree and 2 years relevant experience **or** MS degree and 1-2 years relevant experience

Grade 9d - BS degree and 1-year relevant experience **or** MS degree and no experience

Grade 9e - BS degree and no experience

NOTE: Master's Degree in Engineering equivalent to 1-2 years of experience

- c. Job-specific Technical Competencies
 - 1. Required
 - a) Knowledge of engineering standards and practice, local, state and federal laws/regulations and requirements relevant to HRSD projects, building codes, business law, and procurement procedures
 - b) Knowledge of project management techniques and concepts, including budgeting, scheduling and procurement
 - c) Knowledge of the design, construction and operation of interceptor sewers, pump stations, and treatment plant facilities
 - d) Ability to develop highly effective working relationships with other HRSD managers, supervisors, consulting engineers, contractors, and jurisdiction counterparts
 - e) Ability to develop and implement detailed project plans
 - f) Ability to plan, organize and manage workflow
 - g) Ability to make high quality, time-sensitive decisions
 - h) Knowledge of current human resource practices, budgeting, public relations strategy, procurement, contract management, quality improvement processes
 - i) Proven skill in listening, quality leadership and sustaining HRSD values
 - j) Communication skills, including public speaking, presentation skills, negotiation, conflict resolution, mediation
 - k) Ability to use MS Office (Word, Excel, PowerPoint, and Access) at an advanced level of proficiency and job related software (such as MS Project, CADD, GIS, CMMS, and Records management systems)
 - d. Special Licenses
 - Required
 - a) Valid driver's license from state of residence
 - b) Valid Professional Engineer from the Commonwealth of Virginia to be fully qualified
- e. [HRSD Universal Competencies](#)