

HRSD
Position Description: Project Manager

Section I. Position Reference Information

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| a. | Department | Engineering |
| b. | Division | Design and Construction |
| c. | Position Title | Project Manager |
| d. | Immediate Supervisor | Chief of Design and Construction NS,
SS and SWIFT |
| e. | Work Center | North Shore or South Shore Main Office |
| f. | Grade | 9e-9 |

Section II. Position Summary

Under broad guidance, the Project Manager is responsible for:

- a. Managing capital improvement, operating budget and VDOT/locality projects assigned to the Design & Construction Division throughout HRSD including planning, design, construction, and start-up phases
- b. Coordinating with local, state and federal jurisdictions and agencies
- c. Managing and/or participating in the procurement of Professional Services, materials, and construction services to achieve project goals
- d. Serving as a resource for the resolution of problems and technical evaluations related to operations, equipment, structures or other appropriate issues
- e. Providing engineering support to all departments within HRSD
- f. Managing design, preparation of contract documents, contract administration and field inspection as required
- g. Conducting all work in a manner that reflects the Mission, Vision and Values of HRSD and the Engineering Department and the Design & Construction Division Mission Statements.

Section III. Examples of Position Duties and Responsibilities

- a. Supports a diverse and inclusive work environment where differences are respected and embraced
- b. Manages the full life cycle of assigned projects, including scope development, Professional Services selection, design, construction administration, inspection, start-up, testing, and warranty phases; coordinates changes with Engineers, contractors, HRSD customers, regulators, localities, and other stakeholders, as necessary
- c. Coordinates and manages internal and external resources required for project execution
- d. Coordinates reviews with Professional Services Firms, HRSD internal customers, and other stakeholders
- e. Coordinates real estate acquisitions and permits with consultants, HRSD Real Estate Manager and permitting agencies
- f. Manages the development and routine update of project budgets and schedules, using HRSD software packages such as Oracle P6 and Oracle Unifier
- g. Monitors design and construction phases for conformance to *HRSD Design and Construction Standards*, project specific requirements, and overall project objective related to budget-schedule-quality
- h. Performs routine and special assignments including studies, reports, memorandums, letters, meetings and verbal presentations on HRSD and Engineering Department issues

- i. Interacts and coordinates with local jurisdictions and regulatory agencies on review, approval, permitting and other issues
- j. Interacts and coordinates with the general public and public groups, in conjunction with HRSD’s Director of Communications and Public Information Specialist, to promote HRSD’s interests on appropriate issues and to respond to complaints or emergencies; coordinates and conducts public open house events for projects as required
- k. Continually looks for ways to improve the efficiency of the project management process
- l. Prepares in-house design and construction documents as needed
- m. Evaluates new equipment and materials for use at HRSD and serves on one or more of the *HRSD Design and Construction Standards* sub committees
- n. Reviews and approves Professional Services payment requests, Contractor Pay Applications, and other related project costs
- o. Coordinates tie-ins, process and pumping start up, Substantial Completion and final inspections, warranty inspections, and related items with HRSD internal customers, engineers, contractors, and other stakeholders
- p. Troubleshoots project related problems and provides engineering support
- q. Thorough working knowledge of *HRSD Design and Construction Standards* and *Engineering Department Guidelines and Procedures Manual*
- r. Provides presentations at Commission meetings and Quality Steering Team (QST) meetings, as necessary, related to Engineering managed projects
- s. Communicates regularly with the appropriate Chief of Design and Construction, internal customers, and external stakeholders informally, authored correspondence and documentation, one-on-one, and in meetings
- t. Documents project information, authors reports and other necessary correspondence for the project files
- u. Continues to build personal technical and leadership skills through HRSD training opportunities, external training, and involvement in professional society functions
- v. Thorough understanding of HRSD business process and navigation of HRSD’s Enterprise Systems including Oracle Unifier, Oracle E-Business Suite, Oracle P6, and Hyperion
- w. Performs the acting duties of the Chief of Design and Construction as needed

Section IV. Position Contacts

- a. Standing Committees, Boards, and Organizations
 - 1. Required
 - a) Member of the *HRSD Design and Construction Standards* Committee
 - b) Member – Cross Functional Teams, as assigned
 - 2. Desired
 - a) Member –Relevant Professional Organizations, including but not limited to WEF, VWEA, ASCE, AIA, DBIA
 - b) Member – Relevant User Groups

b. Internal Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Treatment Plant, Interceptor & other project customers	Coordinate all phases of project implementation, study, design, construction, inspection, startup and warranty	Daily
Chief of Design & Construction	Provide status and update information	Daily
Director of Communications / Public Information Specialist	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 payment requests (pay applications), change orders, and amendments; Professional Services selection, project initiation and closeout; WQIF/VCWRLF/WIFIA documentation and coordination; Commission meeting agenda items	As Needed
Planning and Analysis (P&A) Division	Coordinates studies managed by P&A, during preliminary engineering phase to confirm hydraulic design intent	As Needed
Asset Management Division	Coordinates condition assessments of assets; BIM requirements for projects; and risk-based decisions involving risk type, likelihood, severity, and consequences throughout the life of a project.	As Needed
Procurement Division	Evolving Virginia Public Procurement Act changes, HRSD Procurement Policy, and procurements of equipment, materials, and services that are not under the Engineering Department procurement program.	As Needed
Other HRSD Employees	Communicate information to stakeholders as appropriate	As Needed

c. **External Contacts**

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Construction Inspectors (Consultant / State / Locality)	Regular communication during pre-construction, construction, startups, and closeout stages on budget, schedule, permit issues, and quality outcomes.	Weekly and As Needed
Contractors	Manage contracts and communication with external contractors on status of projects, clarifications, change orders, disputes.	Monthly and As Needed
Equipment suppliers/vendors	Maintain current knowledge of and evaluate new/alternate materials & equipment	Monthly and As Needed
Localities and Permitting Agencies	Obtain approvals and permits for projects; coordinate design and construction; advise of project status	Monthly and As Needed
Consulting Engineers and support services firms	Negotiate and manage Professional Services and non-professional services agreements for services required to complete a project, including but not limited to study, design, construction administration, inspection, start-up, training, surveying, conditional assessment, or other required services	Daily

Section V. Position Accountabilities and Expectations

- a. Compliance –Projects are performed in accordance with all federal, state, or locality requirements and regulations, with *HRSD Design and Construction Standards*, and with HRSD’s policies and procedures; effective oversight is provided to ensure project compliance with defined goals and objectives
- b. Financial – Project expenditures are in alignment with budget projections
- c. Process – Quality projects are provided on-time and on-budget; Professional Services Selection and best value alternative project delivery (e.g. design-build) Selection processes are handled in a timely, cost effective, and professional manner
- d. Talent Management – Knowledge is shared in order to develop “bench strength” in the project management function; staff and consultants are effectively utilized; staff is

- developed to take on more responsible roles; training and development is visibly supported
- e. Customer Satisfaction & Quality Outcome – Addresses customer complaints; customer feedback is generally positive; customer feedback among the various work centers indicates that project management meets or exceeds customer expectations
- f. Timeliness – Meets deadlines for project completion, reports submission and change order implementation
- g. HRSD Universal Competencies – Consistently demonstrates HRSD Universal Competencies

Section VI. Working Conditions

- a. Must be able to work at a middle manager level in an inclusive, 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 meeting all HRSD Safety Requirements.

Section VIII. Other

- a. Medical certification of physical requirements may be required
- b. Must be currently authorized to work for any U.S. employer
- c. Must be able to secure and maintain security clearances for appropriate access credentials for all government facilities subject to HRSD business.

Section IX. Qualification Standards

- a. Education
 - 1. Required: BS Degree in Engineering, Architecture or related field from an accredited university
 - 2. Desired
 - a) MS Degree in Engineering, Architecture or related field from an accredited university to allow for future advancement
 - b) Training in the principles of quality management and strategic planning
 - c) Project Management Professional (PMP) certification
 - d) Envision Sustainability Professional (ENV SP)
- b. Experience
 - 1. Required
 - a) Minimum of four years' experience in Design, Construction, and/or Project Management at a technical/professional level
 - b) Experience working in an inclusive team environment and using quality principles and participative management
 - 2. Desired
 - a) Experience in Design, Construction and Project Management of utility infrastructure projects in the water or wastewater industry
 - b) Experience with HRSD facilities, departments and HRSD project delivery and procurement policies and procedures

- c) Experience with public procurement of Professional Services firms, construction contractors and design-build teams
- d) Working knowledge of electrical and instrumentation systems as applicable to instrumentation, treatment processes, and pumping systems
- e) Experience with building code interpretation and enforcement for vertical construction

c. Training Levels

Personnel in this category are fully qualified at Grade 9 with appropriate BS degree, P.E. or A.I.A License, PMP if required 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. or A.I.A. license:

- a) Grade 9a - BS degree plus 4 years relevant experience and PMP if required **or** MS degree and 3 years relevant experience
- b) Grade 9b - BS degree and 3 years relevant experience and PMP if required **or** MS degree and 2 years relevant experience
- c) Grade 9c - BS degree and 2 years relevant experience **or** MS degree and 1-year relevant experience
- d) Grade 9d - BS degree and 1-year relevant experience Grade 9e - BS degree and no experience

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

d. 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 communicate effectively, written and verbally, including public speaking, presentations, negotiation, conflict resolution, mediation, documentation of technical and non-technical issues
- e) Ability to develop highly effective working relationships with other HRSD managers, supervisors, Professional Services Firms, contractors, and locality counterparts
- f) Ability to develop and implement detailed project plans
- g) Ability to plan, organize and manage workflow
- a) 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 and quality leadership practices
- j) Ability to conduct personal activity in a manner that reflects HRSD values

- k) Ability to use MS Office at an intermediate level of proficiency and job-related software (such as MS Project, CADD, GIS, and Records management systems)
 - l) Effective use of HRSD Enterprise Systems including Oracle E-Business Suite, Oracle Unifier, and Oracle P6.
 - m) *HRSD Universal Competencies*
 - n) *Design & Construction Expectations*
 - o) *Engineering Department Mission Statement*
 - p) *Design and Construction Mission Statement*
 - q) *HRSD Mission, Vision & Values*
- e. Special Licenses
- 1. Required
 - a) Valid driver's license from state of residence
 - b) Valid Professional Engineer or Architect License from the Commonwealth of Virginia to be fully qualified
 - c) Project Management Professional certification (requirement may be waived depending on prior experience, but attainment is still encouraged)