



JOB TITLE: Project Manager Engineer
DEPARTMENT: Administration
REPORTS TO: District Manager
FLSA STATUS: Exempt

SUMMARY OF POSITION

This position is responsible for overseeing the completion of District system and facility improvement projects and various other engineering studies or analyses. The incumbent is guided by District policies and assignments received from the District Manager but is carried out with a high degree of independent judgment in accomplishing the work, managing and completing projects, and is held accountable for results. This is a District safety-sensitive position in accordance with Arizona law.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:

- Oversees the completion of District system and facility improvement projects.
- Manages engineering consultants for the study and/or design of improvement projects to District facilities and infrastructure.
- Manages a contractor for project delivery.
- Tracks project budgets and manages accordingly.
- Write solicitations for qualifications, proposals, or bids to solicit services for the design or construction of District projects.
- Write scopes of work for contracting with vendors, consultants, and contractors.
- Manages consultants and contractors and administers the terms and conditions of legal contracts for design and construction projects.
- Plans, assigns, and reviews the work of contractors engaged in the maintenance and repair of District facilities and infrastructure.
- Conducts field inspections of District facilities to identify existing conditions and identify needed improvements.
- Performs engineering analyses to determine project requirements.
- Maintains complete and accurate records of new equipment in the computerized maintenance management system (CMMS).
- Implements and enforces District's safety programs as applicable to the area of responsibility.
- Assists the District Manager in the preparation of the budget by providing input relative to the fiscal needs for projects.
- Serves as construction manager and/or performs construction inspections on an active construction project of District improvements.
- Assists District Manager with special projects, internal studies, and reports.
- Assists District Manager with the development of specifications.
- Assists District Manager with the preparation of cost estimates.
- Drives District vehicles in accordance with District policy as needed.
- Performs other duties as assigned by District Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles, procedures, materials, tools, and equipment used in the operation and maintenance of a wastewater utility.

- Knowledge of Federal, State, and local requirements affecting the planning, design, construction, and operation of a sanitary district/wastewater utility.
- Knowledge of principles and practices of civil engineering
- Ability to write clear and concise reports and correspondence for and on behalf of the District.
- Knowledge of District policies and procedures and design standards.
- Ability to read and interpret engineering specifications and drawings, maps, and other technical documents.
- Ability to communicate both orally and in writing in the English language with people at all levels.
- Ability to understand and follow oral and written instructions in the English language.
- Knowledge of and ability to apply sound record-keeping practices in accordance with District policies.
- Ability to operate a personal computer utilizing Microsoft Office and related software and demonstrate proficiency to prepare scopes of work, documents, spreadsheets, email, and timesheets, and assist other staff with related questions and problems.
- Ability to supervise, organize, plan, direct and evaluate the work of contractors and consultants.
- Knowledge of and ability to apply policies, design standards and procedures of the District.
- Ability to work cooperatively and professionally with all other District employees, vendors and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Most work is performed in an office setting, with occasional work done in a plant, remote utility facility or construction site.
- Ability to work in a wide variety of weather conditions and exposure to the elements.
- Sufficient strength to lift objects up to 30 lbs.
- Sufficient body flexibility, mobility, stamina, and balance to perform inspection or sampling tasks which require moderate, though not constant physical effort, typically involving some combination of standing, stooping, kneeling, crouching, lifting, carrying, pushing and/or pulling samples and sampling equipment, opening manhole lids or vaults, and walking over uneven terrain.
- Ability to wear protective equipment as required, such as eye protection, gloves, hard hats or safety-rated steel-toed boots.
- Visual and muscular dexterity to operate a motor vehicle, sampling equipment, hand tools and computer.

REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE

- A bachelor's degree in civil, environmental, mechanical or sanitary engineering.
- Five years' professional level experience in the management of infrastructure design and construction projects, specifically related to water or wastewater utilities.
- Related experience may be considered as a substitute for the required experience.
- Registration as a Professional Engineer in the State of Arizona is required within 12 months of hire.
- *Preferred:* Direct experience in the management of wastewater collection or treatment systems
- *Preferred:* Wastewater Treatment and/or Collection System Operator(s) certification of any level from the Arizona Department of Environmental Quality.

ADDITIONAL REQUIREMENTS

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening and background check.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District's Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date is required.

EQUAL OPPORTUNITY EMPLOYER

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions.

DISCLAIMER

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.