

CIVILTEC ENGINEERING, INC.



Job Title: PROJECT MANAGER – UTILITY PLANNING		
Reports to: ASSOCIATE OR PRINCIPAL		
Target Utilization Ratio: 80%	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<p>Our clients in the utility industries are responsible for providing uninterrupted and efficient delivery of essential services to all customers within their sphere of influence. A Utility Engineer/Planner studies the historical operations of a utility system to gain insight into its functionality, requirements and capacity, and then recommends operations, administrative and capital improvements based on predictive modeling and quantitative analysis to assist the utility in achieving its goals. For reliability, efficient and regulatory compliance. A Utility Engineer/Planner examines a variety of interrelated topics that influence how the utility responds to its stakeholders including demographics, economic development, engineering, regulation, legislation, finance and operations. The challenge is to bring clarity to a complex situation, and to make sound and defensible recommendations based on insight gained through comprehensive study. Clarity and defensibility must be demonstrated through strong technical writing.</p> <p>The person who qualifies for this position has knowledge of the water and wastewater industries, and has a Bachelor’s Degree in Civil Engineering from an accredited university. Has aptitude for technical writing including descriptive and explanatory writing focusing on one’s audience. Experience 10-years’ experience in water and wastewater system master planning and working with computer models. Has excellent written and oral communication skills. Has successfully managed small and large projects. Relates to people well. Understands the financial aspects of managing a project. Has an aptitude for business development.</p> <p>Typical Duties:</p> <ol style="list-style-type: none">1. Manage the conceptualization and production of a planning project in a Team environment.2. Make major project planning and design decisions in conjunction with the client.3. Assign duties to project team members, answer questions, and monitor progress.4. Responsible for the schedule, quality and profitability of a project.5. Check accuracy of completed work.6. Prepare proposal estimates for time and expense required.7. Manage presentations to client.8. Participate in business development.9. Processes billing and monitors project accounting.10. Develop and interpret the application of evaluation criteria.11. Conceive, develop, test and evaluate mutually exclusive operational, administrative and engineering solutions.12. Draft and respond to comments on technical memoranda, reports, assessments, evaluations, procedures and opinions.13. Gather, interpret and perform quantitative analysis on large sets of data.14. Conduct research on project-related demographics, economics, historical context, legislation and regulations.		

ESSENTIAL JOB FUNCTIONS/TYPICAL DUTIES & RESPONSIBILITIES

The following duties are typical of the position, but are not all encompassing. Each person is expected to help out in whatever duties are required to deliver a quality product on schedule.

Project Management

- The Project Manager is responsible for the overall supervision of those projects which are assigned to him or her to assure that the project conforms to the contractual agreement the firm has made to the client, and that the project is completed within the allocated period of time and within the budget that has been assigned.
- Initiate Projects - Establishes project teams including engineers, designers, drafters, subconsultants for their projects.
- Manages Project Implementation - With assigned project team, ensure that all steps and procedures are taken according to company procedures and that all work is completed as planned and scheduled. This includes keeping the client informed of the on-going status of a project and providing adequate management, advice, and support to the members of the project team.
- Coordinate/Communicate with Peers - Work with other project managers to avoid or eliminate conflicts in schedule due to the changes in various projects.
- Provide Technical Advice - Contribute to the development of recommendations for assigned projects and others, when requested.
- Maintain Project Status - Keep the project status reporting system (database) current with the actions and changes that take place on assigned projects so the overall organization is able to respond to client requests.
- Monitors scope-of work relative to original assignment. Anticipates, identifies and renegotiates scope and budget with client as appropriate to maintain Firm profit objectives, and meet client requirements.
- Prepares High Quality Reports - Ensure that the review process and other quality control guidelines are followed and that final reports and presentations are completed per company procedures.

Business/Fiscal Management

- Communicate Opportunities - Communicate/present potential new business or resource information, competitive situations, or technology/regulatory factors to the company.
- Control Costs - As part of the management of each project, ensure that costs are kept in line with the original budget for time, travel, and material expenses. Discuss variations with client and issue project change notices immediately to reflect agreed-upon changes.
- Maximize Project Profitability - Through appropriate project budgeting/pricing, utilization of resources and cost controls and value pricing, maximize the profit margin on individual projects. Look for and identify possible project addenda opportunities.

Administrative

- Manage and Develop Project Staff - Understand the strengths and areas needing improvement for assigned project staff. Manage, support, and evaluate each individual towards achieving their maximum potential.
- Be a Public Relations Ambassador - Be proactive in presenting and communicating the capabilities and strengths of the company to all.
- Assists in training new or less senior staff in project management methods, policies and procedures.

Relationship Building

- Solicit New Clients/Projects - In interfacing with potential or existing clients, listen for and seek out new projects that may exist or are being formulated. Set up meetings and/or participate in the development of proposals as requested.
- Maintain Contact with Clients - Meet regularly with key clients to discuss current projects, evaluate firm performance, and identify other business opportunities either with current clients or through referrals.
- Performs all other assigned related duties.

KNOWLEDGE AND EXPERIENCE REQUIRED/ESSENTIAL JOB REQUIREMENTS

- Bachelor of Science degree in Civil Engineering, California P.E. or ability to obtain professional license within one year.
- At least ten years of experience in engineering as an engineer working on a wide range of projects. Previous experience as a project manager and professional certification/registration preferred.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.