

## Utility Projects Manager

**Department:** Utilities/Administration  
**Reports to:** Utilities Director  
**Hiring Range:** \$23.05 - \$26.84  
**FLSA Status:** Non - Exempt

### **JOB SUMMARY**

Performs construction and project management duties and performs regulatory compliance tasks in the water and wastewater systems to include construction inspections and management, regulatory compliance monitoring and reporting, and developing projects for a Capital Improvement Program.

### **QUALIFICATIONS**

#### **Education and Experience:**

- Must have a High School Diploma or General Equivalency Diploma (GED). College level course work in Engineering, Architecture Construction or related field is preferred.
- Five or more years of experience in water distribution and collection pipeline construction, and/or treatment facility, and/or pump station construction experience is required.

#### **Knowledge, Skills and Abilities:**

- Knowledge of public works/utilities construction management, inspections, methods and materials.
- Knowledge of contract administration, and municipal finance and budgeting practices.
- Ability to read and interpret plans and specifications, prepare specifications, work scopes, and project cost estimates for budgeting purposes.
- Knowledge of Federal Clean Water Act and Texas Administrative Code requirements relating to municipal water utility operations.

### **ESSENTIAL JOB FUNCTIONS**

- Manages construction inspection activities to include daily progress reporting and inspections that will ensure conformance with plans, specifications, and City construction standards.
- Reviews and manages project documentation to include change order scope and pricing, tracking completed quantities, conducting progress meetings, and processing of contractor pay requests.
- Monitors work of contractors to ensure compliance with SWPPP, traffic, trench, and other safety plans, and to ensure work doesn't negatively impact surrounding properties or infrastructure.
- Assists in the development of CIP projects by assessing needs, creating preliminary scope and cost estimates, prioritizing projects, and drafting specifications and bidding documents.
- Responds to and resolves public inquiries and complaints related to utility infrastructure construction projects and developments.
- Manages regulatory compliance items related to water utility activities as assigned, which may include researching, monitoring, and compiling and preparing reports.
- Inspects facilities, residential and commercial properties, treatment units, and other conveyances for compliance with Federal and State regulatory requirements.
- Collects information and prepares reports relating to construction and regulatory compliance items.
- Identifies and informs supervisor of potential hazards, liability exposures, problem areas, public inquiries of the general public, and the status of work activities.
- Adheres to the personnel, safety, and department policies and procedures.  
Assist other coworkers as needed and performs other duties as assigned.

**PHYSICAL REQUIREMENTS**

- To perform the essential functions of the job, must be able to talk, read, see, walk, and hear; have good hand/foot/eye coordination to operate and repair equipment and vehicles; follow verbal and written directives; perform strenuous physical activities to include, exerting up to 80 pounds of pressure; lift, push, pull, and carry heavy objects, equipment, and supplies up to 80 pounds several times a day.
- Must be able to work extensive hours and respond within 30 minutes to an on-call or emergency callback.

**WORK ENVIRONMENT**

- Work is performed in office and worksite environments where outdoor exposures include, but may not be limited to, dust, dirt, fumes, confined spaces, in trenches, on level, slippery, sloping, unstable and muddy terrain, and under constantly noisy conditions and in inclement weather conditions.
- Work in adverse environmental conditions to include inclement weather such as rain, sleet, snow, heat, sun exposure and hazardous conditions such as street traffic, fume odor, dust/mist, hazardous chemicals, and other solid waste substances; and exposure to insects and noxious plants.