



Range: SG-19
FLSA: Exempt
Date: February 2025

Wastewater Project Manager/Engineer

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

The Wastewater Project Manager/Engineer is expected to plan, direct, manage, and oversee the development of projects within the Wastewater Department. Under general supervision of the Director of Wastewater, they will manage and coordinate capital improvement and/or departmental operational projects from establishment of project scope and objectives, design phase through construction and warranty period. This process may include, but is not limited to, project research; document drafting and preparation; plans, specifications and bid document preparation; bid coordination and review; project updates; construction administration; public outreach and other related duties as assigned.

Projects include: collection and transport of wastewater, pretreatment programs related to wastewater disposal, treatment and disposal of wastewater and treatment process byproducts, maintenance of wastewater collections and treatment facilities, review of proposed improvements to the system, selection of consultants and service providers. These activities shall be coordinated as appropriate with other City departments and outside state/federal agencies and other utilities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Wastewater.
Exercises no supervision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. In cooperation with the Procurement Officer, develop requests for proposals/qualifications, coordinate consultant selection processes, makes recommendations to Director of Wastewater (Director), attends meetings, reviews plans and cost estimates, makes technical decisions and recommendations to consultant, coordinates with other departments, and prepares plans and specifications for a variety of wastewater projects.
2. Prepares status reports and presents project status to Director or others as directed. May prepare and present to Council.
3. Facilitates the advancement of projects through various phases of implementation. Plans, organizes, and administers project design and construction contracts, monitors progress of contracting services, schedules, budgets and meetings; manage assigned projects ensuring conformance with contract provisions.
4. Prepares project budgets and schedules.
5. Meets with department staff, consultants and other stakeholders to determine project scope of

- work and requirements to meet and conform to city, state and federal standards.
6. Communicates with the public, contractors, consultants, other city employees, vendors, management, public officials, and others to successfully complete the project.
 7. Attends meetings that relate to projects (design progress, pre-bid, pre-construction, construction progress, Council meetings), visits and inspects construction sites for progress.
 8. Resolves procedural, operational, and other project-related problems and confers with Director when developing and proposing solutions and implementing solutions.
 9. Assists in the preparation of annual budget and CIP plans.
 10. Works collaboratively with the Wastewater Inspector and/or Engineering Services inspectors to ensure all project work has been adequately inspected and tested to be accepted by the City according to applicable standards.
 11. Assist in the identification and development of improvements to the wastewater system through review of plans and specifications with respect to operational issues, quality control issues, testing requirements, permit compliance, and system components.
 12. Identify and develop department goals, objectives, priorities, and implementation strategies.
 13. Communicate appropriately and clearly, in writing and verbally in English, with the City Council, City staff members, the public, and regulatory agencies.
 14. Attend and participate in professional group meetings; stay informed of new trends and innovations in the field of engineering and water resources.
 15. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering, specifically in wastewater plant and operations.
- Public works and general building construction.
- Safety requirements for construction zones.
- Wastewater collection and treatment practices.
- Federal and state regulations affecting wastewater collection and treatment.
- Dispute resolution.
- Workplace safety as it relates to wastewater collection and treatment.
- Preventative maintenance program management.
- Principles of interaction with the public.
- Negotiation.

Ability to:

- Read and comprehend general correspondence, memorandums, letters, blueprints, construction plans, as-builts, technical specifications, engineering drawings, etc.
- Perform general math calculations such as addition, subtraction, multiplication, division, calculate decimals and percentages; perform mathematical operations involving basic algebraic and geometric principles and formulas and compute quantities and develop construction cost estimates.
- Prepare engineering computations and review engineering plans and specifications. Write general correspondence, memorandums, letters, reports, change orders, and construction notes or related information clearly.
- Interpret technical drawings and reports.
- Analyze data and draw valid conclusions.
- Understand and develop spreadsheets for financial and technical data.
- Use current computer applications for e-mail, letter and report preparation, spreadsheets, and Internet research.
- Use computer programs such as GIS and AutoCad.

- Research and analyze issues, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Read and interpret plans, specifications and blueprints.
- Read technical, legal, and regulatory documents.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of project management, with at least 2 years of wastewater projects experience.

Training:

Bachelor’s degree from an accredited college or university with a major in civil/environmental/mechanical engineering, architecture, construction management, or a related field.

License (desired, but not required):

A Professional Civil Engineer registration is highly desirable but not required. An EIT is also highly desirable but may not be required with adequate project management experience.

WORKING CONDITIONS

Environmental Conditions:

Wastewater treatment plant environment; exposure to noise, grease, smoke, fumes, gases, electrical energy; work in or with water; work on slippery or uneven surfaces.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting (at least 20 lbs); standing, walking or sitting for prolonged periods of time and on uneven terrain; operating motorized equipment; climb ladders, crawl and bend; general manual dexterity; auditory ability to hear such things as motor or pump sounds, and alarms. Possession of, or the ability to obtain an Arizona driver’s license immediately after employment.