

BELLA VISTA WATER DISTRICT

Classification Specification

Job Class: Project and Compliance Manager

FLSA Status: Exempt

Supervisor: General Manager

This is a management team position that serves under the direction of the General Manager to perform a full range of project oversight, coordination, and regulatory compliance functions.

Examples of Essential Duties and Responsibilities

The following duties are typical for this classification. Management retains the right to add, revise, or remove duties as needed.

- Plan, review, coordinate and manage projects, plans, programs, and regulatory compliance. Works with the Management and Development Teams for project coordination and compliance with regulations and District policies.
- Coordinates with consultants and vendors, develops and reviews the scope of work, RFQ, RFP, bidding documents, plans and records.
- Tracks and monitors departmental budget and project expenditures.
- Oversees new construction activity for compliance with approved plans, specifications and standards.
- Manage outside vendors/consultants for projects within the District. Prepare correspondence related to projects and programs.
- Coordinate, attend, and participate in project meetings.
- Read and interpret reports, regulations, and program documents.
- Coordinate and analyze data, prepare reports, and provide assistance to other District personnel.
- Coordinate projects with District staff, outside agencies, consultants, and developers.
- Research, collect, organize, and analyze data. Document and maintain accurate records. Prepare, organize, and maintain files and records.
- Serve as the Safety Officer, create, participate, and comply with safety programs and procedures for employees.
- Comply with District, local, state, and federal regulations; prepare a variety of regulatory reports.
- Prepare and maintain records (i.e.: construction projects, programs, grants, agreements, and contracts).
- Participate in the planning, development, and administration of long-term maintenance and improvement plans and budgets.

Distinguishing Characteristics

This supervising manager is responsible for planning, organizing, assigning, directing, and coordinating work related to projects and development as well as research and analysis for regulatory compliance.

Supervision Responsibilities

Responsibilities include directing and supervising one or more direct-report subordinates.

Education, Experience & Licenses

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.

A typical way to obtain the required qualifications would be:

- A minimum of three years of related experience and/or training related to the position; equivalent to a bachelor's degree from an accredited college or university with major coursework in engineering, construction/project management, environmental studies, or a related field. Public water agency experience is desirable.

- State of California Water Distribution Operator Grade D2 Certification or ability to obtain within two years.
- State of California Water Treatment Operator Grade T2 Certification or ability to obtain within two years.
- A valid State of California Class C driver's license and a driving record free of serious traffic violations for accidents in the previous two years.

Computer Skills

Must be proficient with the Microsoft Office Suite for email, word processing, and spreadsheet applications. Familiarity with other industry software applications is desirable.

Communication and Comprehension Skills

Ability to read, analyze, and interpret plans, specifications, procedures, and regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively and professionally present information and respond to questions from groups, customers, consultants, and the general public.

Physical Requirements

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job with or without reasonable accommodations.

- Travel by vehicle for District related duties and activities.
- Vision and hearing within normal ranges with or without correction.
- Work in a field environment doing the following physical activities: Regularly: sit, fine manipulation, ride in a vehicle. Frequently: walk, stand, squat, climb, bend, stoop, twist, repetitive use of hands, grasp, push, pull, reach above and below shoulder level, lift and carry up to 50 lbs., operate equipment and hand tools, and operate vehicle. Differentiate between and perceive color, sound, smell, taste, texture, and form.
- Regularly work in an office environment: at a desk/table for an extended period of time, sit or stand for extended time periods, ability to bend (neck and waist), squat, climb ladders, stoop, kneel, crawl, twist, grasp, fine manipulation, push, pull, reach, lift, carry and move objects up to 25 pounds such as storage boxes, oversized binders, books, and small office equipment.

Environmental Conditions

The work location is in person and the work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job with or without reasonable accommodations.

- Areas that require the use of personal protective and safety equipment (i.e. hard hats, safety vest, steel toed boots, safety glasses, hearing protection, etc.).
- Frequently work indoors in ambient room temperatures and lighting and be around office equipment as found in a typical office environment.
- Chemicals/Caustics, confined space, heights, allergenic plants/materials.
- Dust/mist/fumes/smoke/gases, wet damp surfaces, extreme heat/cold, inclement weather, noise.
- Work on various types of terrain and footing which may be slippery or uneven. Work around moving objects or vehicles.

NOTE: The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.