

**REGIONAL WATER RESOURCE AGENCY  
JOB DESCRIPTION**

**Job Title:** Project Manager

**Department:** Engineering

**Reports to:** Director of Engineering

**FLSA Status:** Exempt

**Pay Level:** 27

**Revised Date:** September, 2022

**Physical and Environmental Requirements:** Heavy

**Respirator Required:** Yes

**Supervisory Responsibilities:** Yes

**Work Hours (typically):** 7:00am – 3:30pm, M-F

**On-call Status:** Available by Agency Cell Phone

**Overnight Travel:** Occasional

**Uniforms:** Optional

**Agency Cell Phone Plan:** Agency Cell Phone Reimbursement

**Agency Vehicle:** Available to take home

**JOB SUMMARY:**

Position provides engineering services for the Engineering Department of the RWRA. Position responsibilities include, but not limited to project design, coordination, construction supervision, easement acquisition, system studies and development / implementation of environmental programs as directed by the Agency.

**DUTIES AND RESPONSIBILITIES:**

- Prepares sewer extension project plans and specifications utilizing digital survey information, Autocad, civil software, and other computer applications
- Provides the general supervision and management of construction inspection
- Implements and oversees construction projects; coordinates RWRA efforts and external activities to complete projects on schedule; reviews change orders on construction projects
- Oversees sewer related rehabilitation efforts, including various no-dig rehab methods (i.e. cured-in-place pipe rehab, epoxy coating methods, tap rehab methods)
- Performs right-of-way engineering and assist in the acquisition of easements and construction stage modifications on sewer construction projects
- Establishes and maintains effective communication and working relationships with contractors, other employees, public officials and the general public
- Conducts pre-bid, pre-construction, and construction progress meetings with bidders/contractors, as needed on specific projects
- Researches initiatives as directed by the Director of Engineering, to include, but not be limited to, flow studies and environmental compliance efforts; works with the KY Division of Water and consultants as needed
- Performs analyses on wastewater, combined sewer and storm collection systems; reviews consultant's plans and calculations for new systems.
- Provides technical assistance to the Director of Engineering, as well as all divisions of the Agency, as needed

- Works with regulatory authorities related to projects and programs undertaken by RWRA, to be in compliance with applicable requirements
- Develops a thorough understanding of RWRA's treatment and collection system processes; acquires applicable licenses as directed
- Develops understanding of regulatory changes (i.e., CSO, Sanitary Sewer Overflow (SSO), Municipal Separate Storm Sewer Systems (MS4), nutrients, green infrastructure initiatives, etc.) and national efforts
- Provides complaint/service resolution functions associated with engineering programs and construction projects
- Represents the Agency in public meetings and with news media, as needed
- Reviews submitted plans and specifications for compliance with Agency specifications
- Reviews and approves sewer bill adjustment and sewer bill exemption requests
- Oversees the activities of other personnel in the Engineering Department, as needed; performs in a supervisory capacity in dealing with contractors
- Assumes duties of the Director of Engineering, as needed
- Duties and responsibilities may be changed and/or additionally assigned by Management at any time

**EDUCATION:**

Position requires a bachelor's degree from a four-year college or university in a relevant civil engineering discipline. Knowledge of engineering principles, state statutes, and federal regulations applicable to the operation of wastewater treatment and collection systems is anticipated.

**EXPERIENCE:**

Positions requires two to four years of progressive engineering work experience. Position prefers two to four years of management and supervisory experience. Ability to effectively use various personal computer applications such as AutoCAD, civil engineering software, GIS software, spreadsheets, graphics, and word processing programs is preferred. Background in wastewater treatment plant operations, sanitary/storm sewer, or other pipeline related design is preferred. Understanding of hydraulics and hydrology is preferred.

**MINIMUM QUALIFICATIONS:**

Must be 18 years of age or older. Must pass the drug test and background check. Must meet minimum physical requirements for the job as set forth by the organization's physician.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid driver's license, prior to employment. Wastewater/stormwater related certifications may be expected to be obtained as regulations evolve (current possession of any wastewater related certifications is a plus).

**LANGUAGE SKILLS:**

Ability to effectively communicate and professionally respond to complex issues from customers, public groups and regulatory agencies. Ability to read, analyze, and interpret common scientific and technical journals and legal documents. Ability to make effective presentations. Strong oral, written, and listening skills required.

**MATHEMATICAL SKILLS:**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic

equations and variations. Ability to apply technically complex mathematical operations related to civil /environmental engineering field.

**REASONING ABILITY:**

Ability to define problems, collect data, and apply principles of logical or scientific thinking to different intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) and a variety of abstract and concrete variables.

**OTHER KNOWLEDGE AND/OR SKILLS:**

General knowledge of environmental engineering or biology and chemistry as they apply to wastewater applications, surveying skills and familiarity with flow meters / SCADA or other computer /electronic systems helpful. Ability to manage time effectively, maintain confidentiality, be detail and team-oriented, demonstrate a positive working attitude, and be customer-service oriented attitude also important.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid driver's license, prior to employment. Wastewater/stormwater related certifications may be expected to be obtained as regulations evolve (current possession of any wastewater related certifications is a plus).

**COMMENTS:**

All employees of the Regional Water Resource Agency (RWRA) must adhere to the applicable provisions of the RWRA Employee Handbook, RWRA Drug & Alcohol Policy, and any other local, state, or federal regulations that apply.

**ACKNOWLEDGMENT:**

I acknowledge that I have read the job description and requirements for the Project Manager position, and I certify that I can perform these functions.

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Employee Signature

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Date

**SUMMARY OF STANDARD WORK REQUIREMENTS  
NEEDED TO PERFORM ESSENTIAL JOB DUTIES**

Job Title: Project Manager

Job Class: Heavy (51-100 lbs)

**A. POSITIONAL DEMANDS**

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
1. Standing			X	
2. Walking			X	
3. Sitting				X
4. Balancing		X		
5. <b>Climbing:</b>				
a. Stairs		X		
b. Ladders		X		
6. <b>Reaching:</b>				
a. Forward			X	
b. Overhead		X		
7. Stooping		X		
8. Crouching		X		
9. Kneeling		X		
10. Crawling	X			
11. Feeling			X	
12. <b>Grasping:</b>				
a. Simple Hand			X	
b. Firm Hand		X		
13. Fingering		X		
14. Object Handling			X	
15. Operating Controls				X

**B. PHYSICAL DEMANDS**

<b>1. Lift:</b>				
a. Up to 10 pounds			X	
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds		X		
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
<b>2. Carry:</b>				
a. Up to 10 pounds			X	
b. 11 to 20 pounds		X		
c. 21 to 35 pounds		X		
d. 36 to 50 pounds		X		
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			
<b>3. Push:</b>				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds	X			
e. 51 to 75 pounds	X			
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
<b>4. Pull:</b>				
a. Up to 10 pounds		X		
b. 11 to 20 pounds		X		
c. 21 to 35 pounds	X			
d. 36 to 50 pounds	X			
e. 51 to 75 pounds		X		
f. 76 to 100 pounds	X			
g. Over 100 pounds	X			

**C. SENSORY REQUIREMENTS**

<b>1. Vision:</b>				
a. Far		X		
b. Near				X
2. Depth Perception		X		
3. Color Discrimination		X		
4. Field Vision		X		
5. Accommodation		X		
<b>6. Perception:</b>				
a. Spatial		X		
b. Form		X		
7. Feeling		X		
8. Speaking			X	
9. Hearing			X	

**D. WORK ENVIRONMENT (Exposures)**

1. Inside Environment			X	
2. Weather Conditions		X		
3. Temperature		X		
4. Cold		X		
5. Heat		X		
6. Wet/Humidity		X		
7. Biological Agents		X		
8. Human Body Fluids		X		
9. Chemicals		X		
10. Hazardous Materials		X		
11. Floor Surface			X	
12. Lighting		X		
13. Vibration	X			
14. Unprotected Heights		X		
15. Confined/Cluttered		X		
16. Moving Equipment		X		
17. Fumes/Airborne Particles	X			
18. Hazards	X			