



CAPITAL REGION

WATER

JOB DESCRIPTION

Position Title: Project Manager /Design Engineer **Department:** Engineering

Effective Date: [Click here to enter text.](#) **Supervisor's Title:** Director of Engineering

FLSA Status: Exempt (Salaried) **Working Status:** Full Time **BU Job Grade:** Non-BU

POSITION SUMMARY

This position is responsible for the management of capital projects developed to maintain drinking water, stormwater and wastewater (separate & combined) infrastructure systems resiliency. The successful applicant must demonstrate a passion for water quality and the needs of aging infrastructure suffering from decades of deferred maintenance. This individual will also perform in-house engineering to design water and sewer replacement projects for CRW.

To perform this job successfully, the individual must be able to perform and satisfactorily meet the essential job responsibilities and functions for this position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the job responsibilities.

ESSENTIAL JOB RESPONSIBILITIES & FUNCTIONS

- Manage the development and execution of water, stormwater and wastewater (separate & combined) capital projects including study, design, bidding and construction phases. Interface and relay information from CRW operations and maintenance staff to have input into Asset Management programming and develop projects.
- Ability to manage multiple consulting engineers overseeing multiple projects and contractors.
- Perform water, stormwater and wastewater (separate & combined) engineering design of pipe replacement projects according to CRW and regulatory standards. Create project drawings and project manuals (specifications) suitable for public bidding. Manage design team to successfully execute projects on schedule and within budget.
- Develop annual budgets and schedules for capital projects.
- Coordinate communication between CRW's Engineering, Operations, Maintenance and Community Outreach departments; both internal staff and professional service providers with the Diversity & Inclusion department; as well as all contractors.
- Prepare accurate and timely paperwork for Board and Financial approval. This includes professional services and construction awards, change orders, etc.
- Prepare monthly progress update reports on all ongoing work.

KNOWLEDGE AND SKILLS:

- Experience with current drinking water, wastewater and stormwater engineering design standards and related PA DEP requirements and regulations.

JOB DESCRIPTION (Contd.)

Position Title: Project Manager **Department:** Engineering

- Familiar with general construction products and practices, specifically water, stormwater and wastewater (separate & combined) pipe installation and rehabilitation.
- Strong time management skills.
- Strong project management skills.
- Effective and accurate oral and written communication skills
- Excellent interpersonal skills.
- Proficiency in Microsoft Office Suite.

EDUCATION AND WORK EXPERIENCE:

- Bachelor's degree in Engineering (Civil, Environmental or related field).
- Minimum of two (2) to four (4) years of relevant experience.
- GIS, CMMS and Asset Management Program experience (ESRI ARC INFO, Innovyze and Azteca Cityworks).
- Commonwealth of Pennsylvania - Professional Engineering License.

WORK ENVIRONMENT & EQUIPMENT USED:

- Hybrid of office and field environment; sitting for periods of time in front of a computer monitor.
- Travel locally to CRW's facilities, construction sites, and meetings.
- Occasional lifting of boxes 5 – 45 lbs.
- Equipment used will include: personal computer, printer, copier, document scanner, as well as other general office equipment.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder might differ from those outlined in this job description and other duties, as assigned, might be part of the job. This job description does not constitute an employment contract; the employment relationship between Capital Region Water and its non-BU employees is an at-will relationship.

Employee Signature

Date

Visit <https://capitalregionwater.com/about/careers/> to apply.