

Project Manager – Water & Sewer Department

Salary: \$82,091.56- \$102,800.86/Annually
(2022-2023 Salary Schedule)

Union: Yes – Supervisory Unit

Job Type: Full Time/40 Hours per week

Open Until Filled, Applications reviewed upon receipt

Why the Town of Manchester:

As a municipal government our commitment is to provide an array of public services that elevates the health and safety of our residents, and to enable them to thrive via our schools, parks, roads, and utilities. Bring your professional experience to the Town of Manchester to make a positive impact on our community.

Benefits Snapshot:

- Health & Dental Insurance is available to all full-time employees and their eligible family members.
- The Town of Manchester provides a Defined Contribution Retirement Plan and matches the required 6% contribution from employees.
- 75% Tuition Reimbursement is available to full-time employees who are continuing their education in their respective professional field.
- 14 Paid Holidays
- Paid Vacation (Annual Leave)

Nature of Work:

Under general direction, provides administrative oversight for a wide array of construction projects, equipment installation and rehabilitation related to Drinking Water and Wastewater operations.

Essential Job Functions

- Manages consultant resources draft Requests for Proposals (RFPs), and bids by providing expertise on the design of projects and input from Department staff.
- Coordinates new and ongoing projects with Department staff, contractors, the public, State, and local officials. Serves as owner's representative on projects for the Department.
- Candidate should have knowledge of Federal and State permits, regulatory requirements, and potential grant opportunities related to drinking water and wastewater. Be able to prepare project related reports and submissions to meet those requirements.
- Assists with the annual operating and capital budgeting process for various projects in drinking water and wastewater operations.

Minimum Training and Experience:

- Bachelor's degree in engineering; environmental science, or related field
- Four (4) years of related project management experience, preferably in drinking water or wastewater. Valid Driver's license.

Preferred Training and Experience:

- Certification as a Class IV Water Treatment and/or Class IV Wastewater Treatment Plant Operator or ability to obtain within two (2) years.
- Suitable experience may be substituted for educational attainment if deemed appropriate by the Town Manager or his designee.

Selection Process:

Examination may include written, oral, physical, or performance tests or any combination of the various types of examination.

Application Instructions:

Applications and job description are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications will be accepted until the position is filled. The Town reserves the right to limit the number of applications it accepts.

No faxed or e-mailed resumes and/or applications will be accepted.

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and people with disabilities.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

**TOWN OF MANCHESTER
POSITION GUIDE**

Title: Project Support Manager
Department: Water and Sewer
Reports To: Water and Sewer Administrator

NATURE OF WORK

Under general direction, provides administrative oversight for construction, building and equipment installation projects related to the Water or Wastewater Treatment operations and facilities.

ESSENTIAL JOB FUNCTIONS

Drafts, amends, and issues Requests for Proposals (RFPs) for consulting services. Receives and distributes RFPs for review. Convenes meeting and conducts screening of firms and scheduling of interviews. Attends selection interviews and prepares reports of recommendations.

Assists in negotiating consultant agreements. Coordinates consulting work on design or study projects.

Coordinates the bid process with General Services, consultants, and other staff. Reviews construction equipment bid documents and analyzes and finalizes such documents.

Coordinates ongoing projects with Water and Wastewater staff and operations. Serves as owner's representative on construction related projects.

Consults with contractors, the public, State, and local officials.

Responsible for identifying need, formulation, and submission of permit applications for treatment related regulated activities.

Prepares an annual operating and capital budget for various projects. Assists in the formulation of the annual operating and capital budget for Water and Wastewater operations.

OTHER JOB FUNCTIONS

May work on specialized projects. Monitors the status and prepares reports.

Performs administrative and technical reviews.

Coordinates grant applications, monitors grants, and prepares grant reimbursements. Writes specifications for materials, studies, and equipment upgrades.

May assume the duties of Water and Wastewater Treatment Plant Superintendent in their absence.

Performs other duties as assigned.

Shall be part of the "on-call" supervisor rotation.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of Clean Water Act, Safe Drinking Water Act, OSHA regulations, State of Connecticut Public Health Code and State Statutes, Water Pollution Control Act and Non-Pollution Discharge Elimination Systems (NPDES) Permit System and related EPA regulations.

Ability to read and interpret mechanical, electrical, structural, and civil engineering plans and specifications.

Ability to conduct research, compile reports and make recommendations for consultant services, technical applications, and capital projects.

Knowledge of principles and practices of civil engineering construction methods and materials and equipment employed in both private construction and municipal public works programs.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees, contractors, Town officials and the general public.

Ability to use a personal computer with appropriate software. Working knowledge of computer networking systems, data acquisition and transfer and software programming.

PHYSICAL AND MENTAL EFFORT / ENVIRONMENT AND WORKING CONDITIONS

Must be mobile, able to push/pull objects weighing less than 20 lbs. and lift objects over 20 lbs. Able to perform difficult manipulative skills requiring hand-eye coordination such as drafting and keyboard skills. Able to sit and/or stand or remain in uncomfortable positions for long periods.

Must be able to see objects far away as in driving; see objects closely as in reading a report; and discriminate colors. Able to hear normal sounds with some background noise and able to distinguish sound as voice patterns. Able to communicate through human speech using the English language.

Able to concentrate on fine detail with constant interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time and to understand and relate to the theories behind several related concepts. Able to remember multiple tasks / assignments given to self and others over long periods of time.

Ability to work professionally with co-workers, supervisors, customers, and the public at large.

Exposure to seasonal conditions in outside weather; grease or oil; dust; hazardous materials such as chemicals; bodily injuries; loud or unpleasant noises; high humidity or wetness; electrical hazards; burns; electro - magnetic radiation as in computer screens.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Civil Engineering, or related field and four (4) years of engineering, or Water and/or Wastewater Treatment experience in the public or private sectors. Certification as a Class IV Water Treatment and/or Class IV Wastewater Treatment Plant Operator or ability to obtain within two (2) years. Valid Driver's license. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZING OF ALL FACETS OF ANY JOB)

Approved, Board of Directors: July 12, 2022, Action # 120-22