



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ENGINEERING PROGRAM MANAGER

Group-Section: Engineering Services Group - Office of Engineering Services Group Manager	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 067 Job #: PM026
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JOB SUMMARY

Responsible for directing all critical activities related to the engineering design and construction management of the largest and most complex Capital Investment Plan programs. These Capital Investment Plan programs consist of multiple large complex projects. Areas of responsibility include overseeing all disciplines of design; construction and claims management; budget and scheduling; interaction with elected officials, surrounding communities, the Board, media, and regulators; and environmental monitoring and mitigation.

A program may be an ongoing endeavor, strategic actions of limited duration within an ongoing program, or may comprise multiple large projects, which constitute or support a major goal or operation of Metropolitan. A program typically involves external agencies and matrix management of multiple staff. Program/projects have defined and specific scopes with deliverables, and schedules with identified milestones, and budgets with defined work breakdowns. Programs/projects require regular monitoring, tracking, and reporting to management.

OVERSIGHT

Supervision Received: Receives direction from the Engineering Services Group Manager, Assistant Group Manager, Engineering Section Manager, or Engineering Unit Manager.

Supervision Given: May exercise technical and functional direction over assigned staff.

JOB DUTIES

1. Directs the preparation and implementation of work plans for all phases of the assigned program(s); manages, monitors, and revises budgets and schedules; reviews and evaluates proposed agreements; monitors and evaluates the work of assigned staff and consultants; directs and reviews project plans, project management reports, Board letters, and presentations; oversees auditing of expenses and invoice processing; and assists project managers with problem resolution.
2. Oversees construction management and inspection ensuring contract enforcement, quality control, and record keeping; coordinates staffing; directs construction claims analysis, claims negotiation, and claims settlement; and facilitates and/or improves contractor coordination.
3. Monitors design plan and specification preparation to ensure that program purpose and scope are being fulfilled.

4. Makes presentations to the Board and Board committees regarding progress of assigned program(s); conducts field inspections for Board members; describes the project and addresses concerns of city councils, county supervisors, special interest, and business groups; and participates in special events and media interviews.
5. Represents Metropolitan on program matters to external entities, member agencies, and partners. Communicates Metropolitan's position, goals, and objectives on program matters to external parties.
6. Coordinates, integrates, and implements the development and execution of assigned program(s) into Metropolitan's overall Capital Investment Plan, business plans and objectives in accordance with current Metropolitan program management policies, standards and procedures for capital programs; directs the scheduling and process for project submittal, evaluation, scheduling, and budget; develops summary presentations for executive management and the Board.
7. Directs regulatory and environmental compliance including reporting, permit enforcement, compliance, and revision; and interacts with state and federal regulatory agencies as it relates to the assigned program(s).
8. Analyzes proposed and current legislation and governmental policies, rules, regulations, and industry standards and makes recommendations for amendments and policy positions as applicable; proposes legislation; develops partnerships for legislative and regulatory advocacy; works with internal resources, external interagency, and business groups on various program issues; and determines their impact and develops recommendations for compliance.
9. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree in engineering from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a supervisory, project management, or lead position; or an advanced degree in engineering from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a supervisory, project management, or lead position.

Required Knowledge of: Management and supervisory methods and techniques; team building; engineering principles; project management; construction techniques; claims management; cost control and forecasting; insurance program management; environmental requirements and CEQA processes; engineering economics and evaluations; relevant federal, state, and local laws; contract administration; budget concepts and procedures; water distribution systems; value engineering; and Metropolitan facilities.

Job Title: Engineering Program Manager

Job Code: PM026

Adopted: 10/30/06

Effective: 06/30/19

Revised: 10/30/19

Supersedes: 06/19/16

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Required Skills and Abilities to: Resolve the most complex engineering problems; design and construct water treatment plants and distribution systems; plan and organize the work of a project team; encourage and facilitate cooperation; train and mentor staff; exercise considerable judgment and discretion; effectively communicate orally and in writing on complex administrative and technical topics; use business project management and engineering applications; and determine training needs of staff and resolve issues in a positive and proactive manner.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- License in good standing as a California Professional Engineer
- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements