



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PROGRAM MANAGEMENT TEAM MANAGER

Group-Section: Engineering Services Group - Engineering Services Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 066 Job #: TM040
---	--	---

JOB SUMMARY

Responsible for planning, management, and implementation of capital projects and programs related to Metropolitan's distribution, conveyance and storage system, or to treatment plants within the Capital Investment Plan.

OVERSIGHT

Oversight Received: Receives direction from the Unit Manager.

Oversight Given: Manages and supervises a staff of professionals and administrative support staff.

JOB DUTIES

Common job duties for team managers:

1. Supervises staff including selection, assignment and monitoring of work, coaching, mentoring, counseling and performance assessment; determines priorities and aligns work load; reviews work for thoroughness, adherence to applicable standards, constructability, and accuracy; assesses employees' competencies and develops training plans; trains subordinates in applicable techniques and methodologies; ensures staff compliance with applicable health and safety standards and requirements.
2. Provides general administration of the organization including establishing and tracking organizational goals and objectives; analyzes organizational activities and prepares reports; develops and monitors the budget; evaluates resource needs and prepares staffing and consulting requests; provides input re: policy and procedures; reviews and approves time, reimbursement requests and purchases.
3. Leads staff in development of organizational vision, strategies, goals and objectives for customer support and service; plans, develops and approves schedules, priorities and standards for achieving organizational goals; reviews and reports on status of all organizational activities.
4. Meets with key customers to work on projects and initiatives and supports applicable customer satisfaction feedback mechanisms.
5. Performs other related duties as required.

Duties specific to this position:

1. Manages the development and monitoring of budgets and schedules; negotiates, reviews and evaluates proposed agreements; reviews project management plans, project reports, Board letters and presentations; assists project managers with problem resolution; reviews projects for optimization and value engineering opportunities; oversees technical studies prepared by consultants.
2. Oversees project managers as they: establish, monitor and manage budgets and schedules of program and projects; prepare scopes of work, administer, monitor and manage professional agreements; prepare project management plans, preliminary design reports and other technical documents and correspondence; report program status to management and prepare and deliver Board reports and Board presentations; provide input and direction in conceptual/planning phases; monitor and periodically reviews/inspects design and construction to ensure program purpose and scope are being fulfilled.
3. Performs special assignments; meets and coordinates with external regulatory agencies; works with External Affairs on community relation issues; reviews and comments on planning/ environmental documents; works with General Counsel on issues related to project claims.
4. Oversees programs and projects of the team.
5. Manages professional services and consultants; prepares scope of work in requests for proposal; evaluates and selects consultants for professional services; prepares and negotiates agreement with consultants; administers and tracks consultant performance; audits work for compliance and approves contracted work.
6. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: A bachelor's degree from an accredited college or university with a major in Engineering or related field and ten years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory or lead capacity; or a master's degree from an accredited college or university major in Engineering or related field and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of (common for team managers): Management/supervisory methods and techniques; principles of organizational and strategic planning; team building; personnel and general disciplinary policies and practices; relevant federal, state and local laws; principles of budgeting, cost monitoring, and accounting; project management including planning, scheduling, and costing; report writing; performance measurement tools and metrics; policies and procedures related to procurement, contract administration, and other business activities; District organizations; and District facilities and operations.

Job Title: Program Management Team Manager

Job Code: TM040

Adopted: 04/07/05

Revised: 02/14/17

Supersedes: 04/01/12

Page: 2

Required Knowledge of (specific to this position): Water treatment processes and/or storage distribution systems; value engineering; environmental requirements and CEQA processes; and engineering economics and evaluation.

Required Skills and Abilities to (common for team managers): Lead a diverse work force; resolve organizational and resource problems; perform financial analysis; plan, organize, and evaluate the work of subordinates and/or project team members; mentor, develop and motivate staff; determine training needs of staff; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public; use business and project management applications and methodologies; communicate orally and in writing on administrative and technical topics; negotiate and build consensus; exercise judgment and discretion; devise long-term planning strategies; prepare reports and presentations for all levels of management; interpret and analyze results; interpret policies, rules, and regulations relative to the Section/Group; and represent the District on various business transactions as needed.

Required Skills and Abilities to (specific to this position): Review project plans, project management reports, Board letters and presentation; review and comment on planning/environmental documents; prepare project management plans and preliminary design reports and other technical documents and correspondence; and monitor and periodically review/inspect design and construction to ensure program purpose and scope are being fulfilled.

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.

Job Title: Program Management Team Manager

Job Code: TM040

Adopted: 04/07/05

Revised: 02/14/17

Supersedes: 04/01/12

Page: 3

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