



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PROJECT SUPPORT TEAM MANAGER

Group-Section: Engineering Services Group - Engineering Services Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 060 Job #: TM041
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JOB SUMMARY

Responsible for providing support to project managers in their implementation of capital projects. Areas of responsibility include support in: preparation of expenditure forecasts, development of Requests for Proposals, project scheduling and cost analyses, project budget details, document control, and board letter and report preparation; and assistance with team, unit, and section budgets.

OVERSIGHT

Oversight Received: Receives direction from the Unit Manager.

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

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; and 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; and 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; and 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 assistance in general project administration including scheduling, cost analysis and control, resource analysis, agreement administration, document control, report writing, and graphics; reviews board letters and reports; coordination of contractor submittals; and develops and manages procedures and strategies to ensure quality work products.
2. Performs special projects and assignments regarding personnel requirements, project management information systems, project accounting systems, capital budgeting systems, capital budgeting process and expenditures, project controls, benchmarking, and performance measures.
3. Oversees the technical work of the team.
4. Negotiates and manages technical professional agreements, as required.
5. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university with a major in engineering or related 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 with a 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 and 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; Metropolitan organizations; and Metropolitan facilities and operations.

Required Knowledge of (specific to this position): General project administration including scheduling, cost analysis and control, resource analysis, agreement administration, and document control; project management information systems; project accounting systems; capital budgeting systems; capital budgeting process and expenditures; project controls; and benchmarking and performance measures.

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 and group; and represent Metropolitan on various business transactions as needed.

Required Skills and Abilities to (specific to this position): Review board letters and reports; coordinate with contractor submittals; and develop and manage procedures and strategies to ensure quality work products.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- 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.

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Job Code: TM041

Adopted:

Revised: 02/14/17

Supersedes: 04/27/05

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MWD
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Vision Requirements: No special vision requirements

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