



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

REGIONAL RECYCLED WATER PROGRAM MANAGER

Group-Section: Engineering Services Group - Office of Engineering Services Group Manager	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 071 Job #: PM015
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JOB SUMMARY

Responsible for comprehensive development and direction of critical activities related to the planning, design and construction management of Metropolitan's Regional Recycled Water Program (RRWP) to ensure water supply reliability. Areas of responsibility include providing high level leadership and industry expertise on Metropolitan's special initiatives related to the Regional Recycled Water Program, assessing challenges and opportunities within a broad collaborative framework; overseeing all aspects of program initiation and planning; design; budgeting and scheduling; strategically coordinating and negotiating with various external agencies, collaborating with elected officials and surrounding communities, providing information and updates to the Board, media, and regulators; providing direction and oversight on environmental planning; permitting; and strategically integrating this special initiative within Metropolitan's long-term water supply portfolio and/or infrastructure system as well as within Metropolitan's Capital Investment Plan (CIP).

OVERSIGHT

Supervision Received: Receives administrative direction from the Engineering Services Group Manager, Assistant Group Manager, Assistant General Manager/Chief Operating Officer, or other Group Managers.

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

1. Directs and coordinates all planning, engineering design, and construction activities related to the Regional Recycled Water Program (RRWP) including technical and functional management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and technical integrity, and in compliance with applicable laws, regulations, policies, and procedures.
2. As appropriate, coordinates, integrates and implements the development and execution of the Regional Recycled Water Program (RRWP) into Metropolitan's overall Capital Investment Plan (CIP), business plans and objectives in accordance with current Metropolitan program management policies, standards and procedures for capital programs.
3. Functions as Metropolitan's lead point of contact for the Regional Recycled Water Program from a facility planning, development, and implementation standpoint in discussions with Metropolitan member agencies, other governmental agencies and officials, project partners/stakeholders, and private entities. Participates in special events and media interviews.

4. Develops, monitors, and oversees the execution of short-and long-range work plans to ensure the RRWP is implemented in a cost-effective and efficient manner.
5. Directs critical planning and engineering activities related to the RRWP program to maintain program and project schedules; determines and recommends corrective actions necessary to meet project objectives and implement required modifications to ensure successful completion of program.
6. Negotiates on Metropolitan's behalf, in conjunction with appropriate Metropolitan staff, with external program partners and stakeholders in the development of applicable agreements, letters of interest, MOUs, and other similar instruments.
7. Directs the preparation of complex engineering studies, technical reports, project documents, Board letters, and other correspondence related to the RRWP.
8. Plans and implements all RRWP activities to ensure coordination and consistency with Metropolitan's Environmental Planning functions, including development of CEQA and NEPA documents, and other environmental approvals for the program, and interacts with state and federal regulatory agencies as needed.
9. In coordination with staff from Water System Operations, assists with permitting activities with Regional Board(s) or other applicable state entity.
10. Provides high level leadership and lead point of contact for all activities related to engineering planning, design, and construction of facilities related to Metropolitan's Regional Recycled Water Program including leading in the negotiation of agreements with all involved RRWP parties.
11. Makes presentations to the Metropolitan Board and Board committees, external stakeholders, and the general public regarding progress of program, and conducts field inspections for Board members, the media and others regarding all aspects of the RRWP.
12. Plans, develops and manages assigned Metropolitan staff, consultant and contractor scopes of work, budgets and schedules, and final work products related to the engineering design and management aspects of the Regional Recycled Water Program.
13. Presents reports and recommendations to Metropolitan's executive management and the Board of Directors on the progress of work to date, and plans for work going forward.
14. Performs other duties as required.

Job Title: Regional Recycled Water Program Manager
Job Code: PM015
Adopted: 10/30/19
Effective: 06/30/19
Revised:
Supersedes:

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.

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; work collaboratively and effectively across multiple professional skillsets including technical, professional and managerial; 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

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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

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