



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ENTERPRISE WATER SYSTEMS PROGRAMS TEAM MANAGER

Group-Section: Information Technology Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 065 Job #: TM015
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JOB SUMMARY

Responsible for supervising project managers and overseeing all aspects of projects and programs within the Enterprise Water System Programs Team. Areas of responsibility include preparation of Capital Investment Plan proposals, development and coordination of Board letters, establishing standards and practices for project management, and oversight of project performance within the team with respect to scope, schedule, and budget.

OVERSIGHT

Receives direction from the Unit Manager. Manages and supervises a staff of professionals.

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. Reviews and monitors projects within the Enterprise Water Systems Programs Team; establishes standards and systems for project management.
2. Acts as Project Manager on specific projects.
3. Coordinates team activities with other IT teams and with managers and staff in other business units; actively participates in the planning and implementation of complex projects.
4. Estimates costs and staffing requirements for requested projects; assists in preparation of capital budget; selects and monitors temporary staff and consultants; prepares and evaluates procurement documents (Requests for Information, Requests for Proposals, Requests for Qualifications, Requests for Bids), participates in selection of contractors and manages contracts for services.
5. Assists in developing team and unit policies, methods and procedures; reviews and makes recommendations regarding the development of Quality Assurance/Quality Control procedures, project milestones, presentation, and documentation.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: A bachelor's degree in engineering from an accredited college or university and ten years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory or lead capacity; or an advanced degree in engineering from an accredited college or university 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: Supervisory methods and techniques; team building; contract administration; project management including planning, scheduling, and costing; report writing; personnel management practices; practices and principles of strategic planning; performance measurement tools and metrics; policies and procedures related to budget, procurement, and human resources; best practices in Information Technology (IT) applications to engineering and operations solutions including control systems, mathematical modeling, Geographic Information Systems, maintenance, and laboratory management.

Required Skills and Abilities to: Plan and organize the work of the team; encourage and facilitate cooperation; interpret laws, rules, and regulations relative to the team/unit/section/group; communicate orally and in writing; determine training needs of staff; establish collaborative working relationships with all levels within the District; manage projects; perform design and implementation of IT solutions for the needs of clients including the Engineering Services, Water Resource Management, and Water System Operations.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIREMENTS

CERTIFICATES

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment
- License in good standing as a California Professional Engineer

Registrations

- None

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

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