

CENTRAL UTAH WATER CONSERVANCY DISTRICT
Job Description
Revised: October 2018

JOB TITLE: Project Manager-CUPCA Program Support

REPORTS TO: CUPCA Program Manager

STATUS: Exempt-Professional

JOB SUMMARY:

This position is responsible for overseeing the work of Central Utah Project Completion Activities including the exercise of independent judgment and discretion in the planning, implementation and evaluation of various activities accomplished through engineering consultants.

ESSENTIAL FUNCTIONS:

1. Assists in engineering analyses and studies in areas of technical specialties related to project tasks.
2. Performs as an engineering project manager on important projects which are large and have many complex features. Conducts on-site evaluations of project operations and management.
3. Oversees public involvement activities for various activities within assigned project work.
4. Provides engineering discipline leadership in the administration and review of contracts and work performed by consultants and others.
5. Prepares, coordinates and/or conducts written and oral presentations. Represents the District at various meetings.
6. Prepares budgets, schedules, and oversees management of resources for large and important projects; ensures consultants spend within allotted budget.

MARGINAL FUNCTIONS:

1. Performs other related duties as assigned.

REQUIREMENTS:

Ability to be responsible for budgets, schedules, and the management of resources for large and important projects.

Ability to travel to various meetings, tours, etc. to discuss specific project features and activities.

Ability to make decisions independently on project engineering problems and methods; ability to continually make decisions on large and important projects involving design alternatives, project management alternatives, and recommendations to management which involve substantial expenditures for equipment, materials, and personnel.

Ability to identify and understand the significant technical, financial, operational, and organizational elements of a problem and the implications associated with various alternative approaches.

Ability to develop, implement, and evaluate plans for a variety of projects and activities carried out by others.

Ability to perform assignments of an especially complex nature or give technical guidance with limited supervision.

Ability to perform work in an office environment occasionally spending up to 25% of time in the field or at meetings.

Ability to provide technical direction, advice, and counsel to CUPCA Program Manager.

Ability to provide technical and/or project direction to consultants and staff; to assign work, coordinate and review work performed by engineering consultants and office staff.

Ability to logically, effectively, and convincingly explain CUP programs and activities.

Ability to operate/use pen, pencil, planner, PC, and various software.

Ability to conduct tours and field visits requiring walking, bending and climbing over rough, or mountainous terrain.

Ability to attend various conferences, workshops requiring long periods of mental concentration.

Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of complex instructions.

Ability to compute discount, interest, profit, and loss; ratio and proportion, and percentage; to calculate surfaces, volume, weights, and measures.

Ability to read (by sight or braille) periodicals, journals, manuals, project reports, etc.

Ability to prepare business letters, proposals, summaries, and reports; using prescribed format and conforming to all rules of punctuation, grammar, diction, and style; using all parts of speech.

Ability to make comprehensive presentations; participate in formal debate; communicate extemporaneously; communicate before an audience with poise, using correct English.

Ability to adapt to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint; to use creativity, self-expression, or imagination.

Ability to influence people in their opinions, attitudes, or judgments about ideas or things; to motivate, convince, or negotiate.

Ability to deal with people beyond giving and receiving instructions such as a team, supervisory, or counseling setting.

Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure involving significant differences in technologies, techniques, procedures, environmental facts, physical demands, or work situations.

Ability to identify task requirements and monitor progress toward accomplishment.

Ability to maintain relationships that facilitate task accomplishment; to cooperate and resolve conflicts; to recognize needs and be sensitive of others.

Ability to receive guidance and supervision; follow work rules, safety practices, work procedures; meet deadlines, punctuality and attendance requirements, etc.

Ability to systematically identify and define problems, evaluate alternatives, and implement cost effective solutions.

EDUCATION/EXPERIENCE/LICENSE/CERTIFICATION:

Bachelors degree in Civil Engineering plus six years of experience related to job tasks or an equivalent combination of education and experience. Utah Professional Engineer's license required.