

Job Title: Senior Project Manager
SCA Equivalent: None
Effective Date: January 1, 2012
Latest Revision: January 1, 2018
AIP Target: 16% of Base Earnings (18% if managing projects greater than ten (10) million dollars for at least one year)
Profit Centers: 100

Primary Accountability - Responsible for managing and overseeing all aspects of the planning, design and construction for multiple and complex projects. Directs and manages other Project Managers.

Description of Primary Responsibilities

- 1) Manages design & construction projects:
 - a) Ensures that as-built drawings are completed and submitted,
 - b) Serves as the primary point of contact on all construction related matters,
 - c) Has overall responsibility for profitability of project,
 - d) Is responsible for project schedule and timely completion of the project,
 - e) Directs and supervises project engineer's and project manager's activities,
 - f) Coordinates work with operations team and contractors,
 - g) Reviews project contracts and administers contract requirements,
 - h) Serves as a primary contact with the client,
 - i) Attends clients meetings as required,
 - j) Provides operations teams and subcontractors with information for effective scheduling of work dates and times,
 - k) Reviews and approves client billings,
 - l) Resolves issues related to any service discontinuations,
 - m) Reviews bypass plans with the operations team,
 - n) Serves as a representative during the start-up phase of projects,
 - o) Monitors accounts receivable and collectables for project,
 - p) Develops construction cost estimates for projects,
 - q) Responsible for control of ongoing work,
 - r) Prepares or directs preparation and modification of reports, specifications, plans, environmental studies and designs,
 - s) Develops workarounds and innovative solutions to unforeseen problems in construction projects to minimize cost and schedule disruptions.
- 2) Quality control manager for construction projects:
 - a) Maintains accurate logs for recordkeeping,
 - b) Ensures compliance with contract drawings and specifications,
 - c) Ensures compliance with city and county standard specifications and details,
 - d) Performs record testing of completed work,
 - e) Makes periodic visits to site to monitor quality of work.
- 3) Project administrator-project submittals:
 - a) Reviews project submittals,
 - b) Requests information from subcontractors to use as documentation and to ensure compliance to contract specifications and drawings,
 - c) Prepares transmittal documents to record approvals of submittal documents,

- d) Files all information for access by employees on main database,
- e) Reviews certified payroll for payment processing.
- 4) Schedule manager:
 - a) Prepares project schedules,
 - b) Maintains submitted project schedules and drives projects to be completed on time,
 - c) Communicates with subcontractors and owner on specific field task information,
 - d) Arranges meeting for parties to communicate project concerns,
 - e) Makes periodic visits to project site to monitor progress.
- 5) Client point of contact:
 - a) Provides project information to the client including updated schedules, traffic control and utility coordination,
 - b) Coordinates field inspections with client staff as required,
 - c) Submits progress invoices to the client,
 - d) Submits invoices and completion forms for billing purposes,
 - e) Submits all completed documents for record-keeping.
- 6) Responsible for pre-project planning:
 - a) Develops contracts and contract documents for minor projects,
 - b) Manages the development of contracts and contract documents for major projects; prepares and monitors project budgets,
 - c) Develops proposals in conjunction with Management Teams.
- 7) Provides energy savings options:
 - a) Applies energy conservation and savings concepts that benefits clients and/or Aqua,
 - b) Understands the business and obtains energy savings rebates from the power industry.

Description of Primary Attributes

General Development:

- 1) Possesses advanced organizational skills in order to organize projects or the work of others.
- 2) Has the ability to work independently and as part of a team.
- 3) Has the ability to effectively select from both established alternatives and to modify approaches in response to situations encountered.
- 4) Considers the impact of work product on other employees in the work process.

Professional & Technical Knowledge:

- 1) Possesses advanced level general skills, including written and verbal communications skills, computational and computer skills, and mathematical knowledge.
- 2) Possesses a bachelor's degree in engineering, construction management, business or business administration from an accredited four-year college or university.
- 3) Possesses knowledge of state and federal regulations related to water and wastewater, basic operation and maintenance of water facilities and wastewater treatment plants, pump stations, and collection systems.

Technical Skills:

- 1) Possesses the knowledge of techniques of project management, including administration, means and methods, quality control, safety, and reporting schedules and budgets.

- 2) Has the ability to analyze data provided or collected.
- 3) Has the ability to prepare correspondence in Microsoft Word.
- 4) Has the ability to prepare advance and complex reports in Microsoft Word.
- 5) Has the ability to use Microsoft Excel to create tables and displays of information.
- 6) Has the ability to create presentations in Microsoft PowerPoint.
- 7) Has the ability to use design/engineering software programs used by the department.
- 8) Has a successful history of project management of significant value, complexity of scope and/or project duration.

Licenses & Certifications:

- 1) Possesses a valid driver's license.
- 2) Possesses a valid Hawaii Professional Engineer's License.
- 3) Possesses a valid Certified Construction Manager Certificate.

Communications Skills:

- 1) Effectively communicates opinions and extrapolations of information collected, synthesized and/or analyzed.
- 2) Compiles and/or prepares effective written information including correspondence, reports, articles, or other documentation.
- 3) Has the ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- 4) Motivates others to perform effectively by establishing the goals and objectives.
- 5) Mitigates conflicts with employees, customers/clients, government or regulatory agencies or with the public by maintaining composure and facilitating a rational discussion.
- 6) Has the ability to make effective presentations and respond to questions from groups of managers, clients, customers, regulators, and the general public.

Physical Demands:

- 1) Meets the health and physical condition standards deemed necessary and proper for performance of these duties.
- 2) May also be subject to shift, weekend and holiday work.
- 3) May be exposed to hazardous, filthy and/or obnoxious conditions.

Evaluation Guidelines

The following guidelines are used to determine the appropriate contribution assessment and associated pay range position:

Comments