

PUBLIC UTILITY DISTRICT NO. 1 of Whatcom County

Job Title:	Project Manager	Department:	Operations
Reports To:	Director – Utility Operations	Status:	Exempt
Salary Range:	\$75,000 to \$95,000	Position Type:	FTE
SUMMARY			
Plan, manage and/or provide staff support for District capital and maintenance projects; assist with the selection of contractors and consultants; coordinate activities of contractors and District staff in completing maintenance, repair and improvements to the District's water and electric utility systems or other District facilities. Perform duties, as generally described below.			
Supervision Received:			
Works under the general supervision of the Director of Utility Operations.			
Supervision Provided:			
Supervise District staff, as may be assigned by the Director of Utility Operations. Carry out supervisory responsibilities as assigned in accordance with the organization's policies and applicable laws.			
Essential Duties and Responsibilities:			
<ul style="list-style-type: none"> • Project Management of and/or provide support for planning, design and implementation of District capital improvement projects or maintenance projects involving the District's electric, fiber and water facilities. • Assist in preparation of construction bidding documents, plans and specifications. Complete project documents, including but not limited to, advertisements, notices of award and/or to proceed, contracts, pay requests, and change orders, NOC's, RFI's, submittals and other required for financial tracking and audit compliance of District projects. • Assist in the compilation, analysis, and review of data to be utilized in preparing project budgets or construction estimates for District maintenance and capital projects. • Prepare or assist in the preparation of various permit applications, checklists, impact statements or funding applications, or other studies and reports as required for project scope or regulatory agencies. • Represent the District at various hearings and public meetings as they pertain to project improvements or operations of the District's utility systems. • Directly inspect or assist with field inspections of District maintenance or capital improvement projects. • Assist with the preparation of the District's annual operations and capital improvements budget. • Support other District operations staff in identifying, analyzing and prioritizing preventive and corrective maintenance and items related to District facilities. • Manages development of a comprehensive GIS map and database of all District properties, easements, utilities, and facilities. Utilize current GPS technology for collection of field data. Integrate data into GIS mapping and produce District maps available to all staff. • Utilize Computer Aided Drafting (CAD) skills to both supplement the GIS mapping effort, and to assist efficient planning, estimating and designing of capital and maintenance projects. • Perform other administrative duties such as preparing project recommendations and action memorandums for the District's Commission and providing staff support during public hearings and Commission meetings. • Have a basic understanding of local, state and federal environmental regulations, as they may pertain to the District's capital and maintenance projects. • Have the willingness and ability to work with and coordinate activities among property owners, the District and other agencies on permitting and projects as needed. • Must be available to supervise and/or work routine and non-routine shifts including nights, weekends, holidays and other periods as required during the District's operations. • Performs other duties as assigned. 			

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty as defined by the District. The requirements listed both above and below are representative of the knowledge, skill, and/or ability that the individual must possess to adequately perform their responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Education and/or Experience
Minimum of an associate degree from a technical school in construction or project management and/or five years experience managing maintenance and capital improvement projects involving utility facilities. Experience in electric substation project management is desired. An understanding and experience with public agency bidding procedures is essential.
Language Skills:
<ul style="list-style-type: none"> • Fluent in the English language with the ability to communicate clear and concise written and verbal instructions and information to coworkers, customers and others. • Ability to write routine reports and correspondence as well as speak effectively while working with District customers, staff or supervising contractors. • Ability to effectively prepare and present general and technical information and respond to general and technical questions from the Director of Utility Operations, Commission, employees, customers, governmental agencies, vendors, and the public. • Ability to meet and work with the public effectively and courteously.
Mathematical Skills:
<ul style="list-style-type: none"> • Ability to work with and understand mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry and trigonometry. • Ability to apply other mathematical concepts such as fractions, percentages, ratios, and proportions to solve and/or prepare solutions for the improvement of the District's infrastructure. • Moderate drafting skills are required and surveying skills are desired. • Ability to systematically analyze budgets, actual costs and other variables commonly associated with project management. • Ability to define problems, collect data, establish facts, and utilize analytical or deductive reasoning to obtain acceptable solutions or conclusions.
Other Skills and Abilities:
<ul style="list-style-type: none"> • Working knowledge of construction practices commonly used in utility and building construction projects. • Proficiency in operating a variety of computer software including, but not limited to, Microsoft applications: Windows, Word, MS Project and MS Excel. • Working knowledge of the federal and state occupational safety requirements and necessary safety precautions applicable for the construction projects and the safe operation and maintenance at the District's electric and water utility systems. • Competent level of understanding and proficiency in the administration of; Public Bid Contracts, Public Agency Purchasing requirements, Washington State Prevailing Wage Law and Construction Management. • Working knowledge or understanding of the capabilities or operational aspects of mechanical equipment commonly used in utility construction. • Must be willing to work in a supportive role to assist the Director of Utility Operations and other District staff in the completion of District projects, and in a management role to direct consultants and/or contractors in the completion of projects.

Degree's, Certificates, Licenses, Registrations:

- Bachelor's degree in Electrical or Civil Engineering, Construction Management or equivalent is preferred, as well as a minimum of five (5) years of experience managing construction projects. Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities to perform the job may be substituted for some requirements.
- Must possess a valid Washington State Driver's License with driving record free from serious or frequent violation.
- Must be able to obtain security and safety clearances required to gain access into Whatcom PUD's customer's facilities and electric substations, i.e. Transportation Worker Identification Credential (TWIC).

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required by this position.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee may be exposed to electrical and magnetic forces, moving mechanical parts, petroleum products, toxic or caustic chemicals, vibrations, fumes or airborne particles and outside weather conditions.

The employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, crawl and/or smell. The employee must be able to sufficiently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close visions, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described herein are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment related to the water utility may be loud (greater than 50 dB but less than 110 dB), however there may be conditions when noise levels exceed these readings but are short in duration.

The work environment is occasionally stressful due to project deadlines and multiple requests. The noise level in the work environment is usually quiet.

HR/OFFICE USE:

Reviewed By:	Stephan Jilk , General Manager	10 December 2012
	Stephan Jilk, General Manager	11 March 2021
Approved By:	COMMISSION – Resolution No. 663	18 December 2012
Last Updated By:	Commission – Resolution No. 716	20 Dec 2016 – Range Adj. (removed mid-range)
	Commission – Resolution No. 737	10 Apr 2018 – Range Adj.
	Commission – Resolution No. 777	15 Dec. 2020 – Range Adj.
	Commission – Resolution No. 778	23 Mar. 2021 (description & range update)