

# Staff Report

for the Administrative Practices Committee Meeting of November 6, 2019

**TO:** Administrative Practices Committee Members

**FROM:** Keane Sommers, PE, Hydroelectric Manager  
Jana Kolakowski, Human Resources Manager

**DATE:** October 28, 2019

**SUBJECT:** New Job Description – Project Manager

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## *HYDROELECTRIC*

### **RECOMMENDATION:**

Review and discuss the attached job description, and advance a recommendation to the Board of Directors as appropriate.

### **BACKGROUND:**

Staff has developed a new job description for a Project Manager.

The new classification has been developed to ensure projects run smoothly and District Board Policies are met. The Hydroelectric Department has been using a consulting Project Manager since early 2019. The consultant has played a vital role in the transition of the South Yuba Canal, coordination of Hydroelectric Department responsibilities related to the Rollins Valve installation, and standardization of the workflow between the Hydroelectric and Engineering Departments.

As the Job Description was developed, other potential applications for the role were identified in other departments including Administration and Information Technology. An individual in the Project Manager role would be responsible for tasks such as:

- Developing and controlling project scope
- Managing project cost
- Ensuring project schedules are met
- Providing leadership
- Ensuring project objectives are met
- Planning for projects

- Improving communication with stakeholders
- Identifying and dealing with potential risks as the project unfolds
- Ensuring procurement policies are met

This item is in alignment with the District's Strategic Plan Goal No. 1, as it provides proactive management of the District's physical, financial, and human resources.

Staff has benchmarked the classification against similar positions and designated it at the District's range of B52.

This classification has been designated by the General Manager as belonging to the Unrepresented Professional unit. A job description was sent to AFSCME as a courtesy.

**BUDGETARY IMPACT:**

None at this time. This position is currently unbudgeted and unfilled.

Attachments (3):

- Project Manager Job Description
- Nevada Irrigation District Benefit and Compensation Plan – Unrepresented Employees – Revised 5/22/2910
- Salary Survey

# NEVADA IRRIGATION DISTRICT

Project Manager

## NEVADA IRRIGATION DISTRICT

### PROJECT MANAGER

Range B52 – BOD XX/XX/2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### DEFINITION

Manages assigned District projects and works with cross-functional teams to deliver projects within the constraints of schedule, budget and resources. Position may be responsible for long range planning and studies associated with assigned project(s). Position may supervise and coordinate the work of a team of subordinate project staff, and perform related duties as required. May provide expert assistance and liaison services to other District departments, other governmental agencies and outside firms to deliver project objectives..

#### DISTINGUISHING CHARACTERISTICS

This is the journey level class assigned the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. This employee is in a position of trust and confidence, delegated authority and held accountable for the coordination and implementation of District projects. The position works with a high degree of independence. The position is expected to use procedures and methods consistent with District policy, best practices and project management methodologies to ensure that projects are completed on time, on budget, and meet project and District objectives.

#### SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisor.

May exercise direct supervision over technical personnel and may exercise technical and functional supervision over assigned professional personnel.

#### ESSENTIAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

##### Essential Functions:

1. Manage planning, design, and implementation of assigned projects. Coordinate with consultants and contractors in the planning, design, financing, implementation, and management of District projects.

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### Project Manager

2. Collaborate with other District departments, outside agencies and the public as necessary to achieve project milestones and objectives.
3. Assist in setting project budgets and schedules, and be responsible for monitoring, managing, and meeting approved budgets and schedules.
4. Serve as project manager for a variety of projects including: conception, feasibility evaluation and coordination of any outside agency review; design, scheduling and development of Requests for Qualifications and Requests for Proposal; development and monitoring of project budgets; management of outside contractors and consulting firms; and management of the implementation phase.
5. Administer projects, including overseeing and reviewing the work of consultants and performing contract administrative duties; coordinate any necessary implementation, supervision, inspections and District review. Provide technical assistance to consultants, vendors, contractors and subcontractors by interpreting project requirements and specifications; provide responses to requests for information, review proposals and contracts; ensure project deliverables are met, verify and approve progress payments; authorize and accept final completion of project.
6. Provide cost estimates for projects and make recommendations as needed to meet project budgets; researches funding for projects; prepares grant applications and related Board of Directors agenda items.
7. Prepare and process documents necessary for applicable contracts, notices, permits, and approvals.
8. Attend public meetings providing information related to District projects; receive, research and respond to inquiries and concerns of the public.
9. When directed, follow through on warranty or service quality issues during warranty or service period and ensure timely and proper vendor response.
10. Provide regular status reports for projects.
11. Prepare project reports, studies, correspondence, long-range plans and presentations as required; monitor costs for conformance with budget goals; and ensure conformance with contracts from agencies that have been awarded contracts, grants and loans for projects.
12. Conduct field and office studies related to the planning, design, and modification of District facilities, properties, operations or systems; confer with District staff and consultants to coordinate projects and activities.
13. Maintain constant awareness of assigned projects to ensure compliance with District standards, designated time, and cost schedules.

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Project Manager

14. Review the work of technical and less experienced professional personnel.
15. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
16. Perform related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

Principles and practices of direct, technical and functional supervision and training.

Methods, materials, and techniques used in the applicable project area including, but not limited to: design, construction, bid and environmental phase management; implementation, maintenance and operation of utility projects and activities; information or engineering related technologies that are relevant to District operations; other areas of specialty in District operations.

Budgeting techniques, financial tracking and capital project management.

Principles and practices of project management including contract administration.

Pertinent local, State, Federal rules, regulations and laws related to area of assignment, including those specific to District policies and practices.

Modern office equipment including the use of applicable computer applications.

Principles and practices of effective customer service.

Terminology, methods, practices and techniques used in technical report preparation.

#### Ability to:

Provide direct, technical and functional supervision over assigned staff; effectively train staff.

Perform the most complex duties related to the management of District projects and studies.

Interpret and apply District standards and regulations and policies and procedures as well as applicable laws and regulations related to area of assignment.

Prepare accurate estimates of costs, schedules, personnel and materials related to project responsibilities.

Work effectively with a variety of internal and external customers to accomplish goals and objectives; deal firmly and courteously with citizens, developers, consultants, and contractors.

Prepare concise and understandable written reports, studies, and other written materials, including Request for Qualifications, Bids, and Proposals.

Operate and use modern office equipment including a computer and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Independently research, analyze and make effective recommendations on administrative, management, budgetary and fiscal practices, procedures and problems.

Prepare, negotiate, and administer contracts.

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### Project Manager

Research, compile and analyze statistical and other complex data.  
Write complex reports in a logical, comprehensive, concise manner.  
Prioritize workload efficiently, without direct instruction, to meet deadlines under changing conditions.

#### Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

#### Responsibility to ensure that all personnel under your supervision are:

Properly trained in safe work practices and procedures.

Utilizing proper protective equipment.

Operating equipment properly.

Acknowledging the use of safeguards by other employees.

### **EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Experience:

Five years of experience as a Project Management professional, architect, engineer, or construction manager or applicable technical specialty area with increasingly responsible experience managing major commercial, institutional, technical or industrial projects that included the supervision of staff. Experience with project management for a mid-size public agency is also desirable.

#### Education:

A Bachelor's degree from an accredited college or university with major course work in business, engineering, architecture, construction management or a field related to the specific assignment.

#### License and Certificate:

Possession of a valid California driver's license.

Possession of a Project Manager Professional (PMP) certification or attainment of the certification within 6 months of appointment.

# NEVADA IRRIGATION DISTRICT

Project Manager

## WORKING CONDITIONS

### Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise.

### Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

### Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; handle conflict.