

**Open to the Public
As of June 22, 2018**

Technical Project Manager – Public Works

Primary Duties:

The Project Technical Engineer has the primary responsibility of working with the Bureau of Water as the responsible engineer of managing capital projects to enhance the efficiency of the distribution system. This would include producing complete, accurate, biddable, and buildable sets of plans for the distribution system. The engineer will perform inspections and audits, manage engineering and construction projects, prepare contracts and specifications, provide asset management, engineering assessment and determine areas of improvement. This requires strong technical and project management skills coupled with familiarity and understanding of the water distribution system.

Base Work Schedule:

Monday through Friday; 8:00 am – 4:00 pm (see ‘Comments’ section for additional information)

Education, Training and Experience:

- Baccalaureate or higher degree in civil, environmental or chemical engineering associated with the production, maintenance and distribution of water is required
- Four (4) years of responsible water distribution experience is required.

Licenses and Certificates:

- Possession of a valid Pennsylvania State Driver’s License is required.
- Ability to obtain Distribution System certification as issued by Pennsylvania Department of Environmental Protection within two (2) years.
- License as a Professional Engineer is high desirable.

Comments

- Work is performed under limited supervision of management, but will be reviewed through analysis of reports, observations and by results obtained.
- Must be able to begin work at different locations.
- Must be available to handle emergency situations after hours, weekends and holidays.
- Flexible hours may be required for construction observations. Work schedule may include early morning, evening or after-hours work. Ability to stay late or come in early as needed. Night and weekend shifts may be required.
- Additional duties may be assigned as required by the Manager due to program changes and unforeseen circumstances.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

Salary: \$53,024.64 - \$74,234.50, dependent upon qualifications

Full-Time; Excellent City benefit package

Please submit a cover letter and resume with your application. Application materials will be accepted until the position is filled.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings.

City of Lancaster Job Description



Job Title:	Technical Project Manager	Job Code: 2205
Department:	Public Works	FLSA: Exempt - Professional
Job Grade:	1015 – Non-Bargaining	Effective Date: 10/1992
Reports To:	City Engineer	Revision Dates: 4/1995, 3/2014; 5/2018

Primary Function

The Project Technical Engineer has the primary responsibility of working with the Bureau of Water as the responsible engineer of managing capital projects to enhance the efficiency of the distribution system. This would include producing complete, accurate, biddable, and buildable sets of plans for the distribution system. The engineer will perform inspections and audits, manage engineering and construction projects, prepare contracts and specifications, provide asset management, engineering assessment and determine areas of improvement. This requires strong technical and project management skills coupled with familiarity and understanding of the water distribution system.

Principle Duties & Responsibilities

- Performs all duties in a safe manner.
- Maintain the water distribution capital improvement program.
- Assures contractor's work conforms to the project specifications and is accomplished by inspecting the contractor's work on a daily basis. Works with contractors to resolve construction related engineering issues.
- Prepares proposals for consulting services; works with consultants to develop plans and specifications for large scale water distribution projects.
- Prepares design plans, specifications, and bid packages for construction of water main relining and construction of new mains.
- Works closely with customers during project development, design, and construction.
- Responsible for Capacity Request Analysis and Water System plan review and adherence to both Bureau and DEP guidelines.
- Organizes and participates in construction meetings with department staff, engineers, contractors, developers and other organizations.
- Evaluates, monitors, directs, responds to questions from contractors, consultants, and vendors; coordinates work with contractors, City Bureaus and other agencies.
- Performs field inspections to ensure proper installation and adherence to the Bureau and DEP guidelines.
- Assists staff with infrastructure inventories and maintenance of records using CMMS.
- Prepares a variety of reports, records, correspondence, permits, and related documents; files and/or submits same to appropriate individuals and/or departments. Including documentation for, Emergency Response Plan, monthly state reports.
- Provides system and component design, problem evaluation and resolution, and technical direction.
- Performs equipment inspections and engineering assessments including preparing detailed reports
- Performs engineering project management, including economic evaluation, schedule and time milestones.
- Prepares scopes of work, specifications, business cases, and detailed technical reports.
- Determines areas of improvement or greater efficiency for reliability, performance and operations and maintenance processes.
- Performs corrosion protection monitoring, data analysis and repair for tanks and main transmission lines.
- Provides technical expertise and guidance to other technical staff.
- Coordinates with other city departments, government agencies, and the general public, including: Planning Department, Bureau of Fire, Local County Environmental Health Agencies, Water Customers, Installing contractors, and Certified Backflow Prevention Technicians.
- Evaluates site plans during land development review and building plans prior to construction for proper backflow protection and approved plumbing methods.

City of Lancaster Job Description



Job Title:	Technical Project Manager	Job Code: 2205
Department:	Public Works	FLSA: Exempt - Professional
Job Grade:	1015 – Non-Bargaining	Effective Date: 10/1992
Reports To:	City Engineer	Revision Dates: 4/1995, 3/2014; 5/2018

- Conducts informational and educational programs for the utility customers.
- Inspects construction and maintenance work which may require entering manholes, plumbing, backflow assemblies, clarifiers, tanks, etc.
- Adjusts, repairs and uses instruments on the job and performs various tests.
- Reviews water infrastructure agreements, independently produces concept and construction drawings, assessment reports, and design reports and performs other tasks as assigned requiring the use of judgment in making technical decisions.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe working practices related to work performed is required.
- Knowledge of treatment plant equipment including pumps, motors, valves, tanks, chemical feed systems and other mechanical equipment is required.
- Knowledge of project management principles and techniques to support technical projects is required.
- Knowledge of contract preparation and management practices is required.
- Knowledge of applicable federal, state and local laws and regulations is required.
- Knowledge of occupational hazards and standard safety practices associated with area of work assignment including those associated with working in confined spaces is required.
- Thorough knowledge of governmental regulations, particularly as it relates to The Safe Drinking Water Act, Sara Title III Act 165 and #40 Code of Regulations is required. .
- Knowledge of confined space entry procedures and the proper use of personal protective equipment is required.
- Proven ability to keep and organize accurate records is required.
- Proven ability to maintain high levels of self-discipline, drive, and to work well in a cross functional team environment is required.
- Proven ability to communicate effectively and respectfully with individuals from diverse ethnic and economic backgrounds is required.
- Proven ability to read, write, speak and comprehend English is required.
- Proven ability to be detail-oriented with excellent problem solving skills is required..
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven proficiency in knowledge in Microsoft Office Suite (Word, Excel, Access, PowerPoint) as well as knowledge of ArcGIS and Hydrology and Hydraulic Modeling. Advanced knowledge of Civil3D, Lucity and WaterCAD software, is desirable..
- Proven ability to resolve problems as directed in order to support operations, maintenance and distribution is required.
- Proven ability to establish and maintain working relationships with subordinates, representatives of other agencies and the public is required.
- Proven ability to apply EPA/DEP rules and regulations as they relate to domestic water mains is required.
- Ability to read and interpret plans and specifications, and related technical data to use while inspecting contractor's work; ability to establish and maintain effective working relationships with employees, coworkers, architects, engineers, project managers, and contractors, other departments and the public is required.
- Ability to direct, supervise and coordinate the activities of staff is required.
- Ability to review and make computations of statistical information for reports, etc is required.

City of Lancaster Job Description



Job Title:	Technical Project Manager	Job Code: 2205
Department:	Public Works	FLSA: Exempt - Professional
Job Grade:	1015 – Non-Bargaining	Effective Date: 10/1992
Reports To:	City Engineer	Revision Dates: 4/1995, 3/2014; 5/2018

Education, Training and Experience

- Baccalaureate or higher degree in civil, environmental or chemical engineering associated with the production, maintenance and distribution of water is required
- Four (4) years of responsible water distribution experience is required.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.
- Ability to obtain Distribution System certification as issued by Pennsylvania Department of Environmental Protection within two (2) years.
- License as a Professional Engineer is high desirable.

Environmental Conditions

- Indoor (some with limited environmental control) and office work (50% of the time).
- Outdoor conditions include exposure to inclement weather and extreme temperature while walking and standing to do field inspections (50% of the time).
- Exposure to noise (moderate to loud), dust and pollution.
- Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.
- Work underground (man holes) when necessary.
- Work is performed mostly in field settings.
- Work safely near roadways with heavy traffic.

Safety Equipment Used or Needed

- Personal Protective Equipment such as hardhats, gloves, safety glasses, ear protection, rain gear, steel toed safety shoes, rain boots and respirators.

Comments

- Work is performed under limited supervision of management, but will be reviewed through analysis of reports, observations and by results obtained.
- Must be able to begin work at different locations.
- Must be available to handle emergency situations after hours, weekends and holidays.
- Flexible hours may be required for construction observations. Work schedule may include early morning, evening or after-hours work. Ability to stay late or come in early as needed. Night and weekend shifts may be required.
- Additional duties may be assigned as required by the Manager due to program changes and unforeseen circumstances.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.