

**CITY OF LANCASTER, PA
SENIOR UTILITY PROJECT MANAGER**

POSITION ANNOUNCEMENT

Lancaster, PA (Pop. 61,564) - The City of Lancaster is located in south central Pennsylvania and serves as the county seat of Lancaster County and is one of the oldest inland towns in the United States. The city has a total area of 7.4 square miles and is centrally located between Washington, D.C., Baltimore and Philadelphia.

The City was listed as the #32 in "Best Places to Live in the U.S." by Newsweek in 2018 and Lancaster County was named #1 "Best Place in the Country to Retire" by U.S. News & World Report in 2019. Additionally, Forbes ranked it "14 Best Places to Travel in the U.S." in 2019.

The Senior Utility Project Manager is part of the Public Works Department and will report to the Water Utility Manager. The Manager is charged with designing and managing aspects of small, medium and large water collection, conveyance and treatment facility projects. The position will work with City staff to develop plans, and specifications internally for construction and rehabilitation of City owned water collection conveyance and treatment facilities. Additionally, the Manager will perform process and mechanical engineering design of physical, chemical and biological water treatment systems.

The Manager is also charged with reviewing land development plans for their impacts to the City's water systems and will also review and approve distribution/collection system connections within the City. The Manager will also assist the department in the preparation and submittal of local, county, state and federal annual reports required of the Water Bureau.

The successful candidate will have the following qualifications and experiences:

- An ability to provide a project management direction for the City's long-range capital plan for the Water Bureau and the ability to manage and guide those projects from beginning to end. This position will focus on water utility projects.
- A thorough knowledge of governmental regulations, particularly as it relates to the Clean Water Act or the Safe Drinking Water Act and applicable sections of the Code of Regulations or other agency regulations that apply to the City's facilities and permits as required.
- Extensive knowledge of safe practices related to public works and of water utility and/or wastewater utility operations.
- A bachelor's degree in engineering, environment science, biology or a closely related field from an accredited college or university and extensive experience in project management of water/wastewater collection, conveyance and treatment facility projects. A Professional Engineer (P.E.) designation is welcome, but not required.

The anticipated hiring salary range for the position is \$65,372 - \$91,521 DOQ with excellent benefits. Residency is not required, but it is highly desired. Interested candidates should apply online by September 27, 2019 with a cover letter, resume, and contact information for at least five (5) professional references to <http://www.govhrjobs.com/> and to the attention of Sarah McKee, Senior Vice President, GovHR USA, 630 Dundee Road, Suite 130, Northbrook, IL 60062. Tel: (224) 282-8310.

City of Lancaster Job Description



Job Title:	Senior Utility Project Manager	Job Code:	2172
Department:	Public Works	FLSA:	Exempt - Professional
Job Grade:	1017 – Non-Bargaining	Effective Date:	3/2009
Reports To:	Water or Wastewater Utility Manager	Revision Dates:	6/2010; 3/2015, 8/2019

Primary Function

Designs and manages aspects of small, medium and large water/wastewater collection, conveyance, and treatment facility projects. As such, this position should exhibit extensive experience in the areas of water/wastewater system and treatment plant evaluation, collection/conveyance system modeling and design, water/wastewater system and treatment plant rehabilitation and expansion, and water/wastewater system and treatment plant master planning.

Principle Duties & Responsibilities

- Performs process and mechanical engineering design of physical, chemical and biological water and wastewater treatment systems, including P&IDs and equipment specifications.
- Works with City staff to develop plans and specifications internally for construction and rehabilitation of City owned water and wastewater collection, conveyance, and treatment facilities.
- Works with external consultants to develop plans and specifications for construction of water and wastewater treatment systems, water and sewer system planning/modeling/rehabilitation, water/wastewater pipeline, pump station and water quality analyses/modeling.
- Reviews current applicable regulations from governing bodies and makes recommendations to the Water/Wastewater Utilities Manager and Director of Public Works for implementation.
- Obtains project specific Local, County, State, and Federal permits necessary to complete desired work.
- Evaluates and reports on municipal water and wastewater treatment technologies.
- Prepares proposals for consulting services; prepares preliminary and detailed cost estimates on various projects and water/wastewater initiatives.
- Works with contractors to resolve multiple construction-related engineering issues.
- Works closely with customers during project development, design, construction and process commissioning and start-up.
- Performs environmental field sampling and analysis.
- Assists the Water/Wastewater Utility Manager and Director of Public Works in facility compliance and auditing of environmental management systems.
- Assists in the development of various computer programs for the Bureau of Water/Wastewater.
- Assists in the preparation and submittal of Local, County, State, and Federal annual reports required of the Water/Wastewater Bureau.
- Reviews land development plans for their impacts to the City's water/wastewater systems as requested by the City Planning Bureau.
- Reviews and approves water/wastewater connections to the City's distribution/collection system.
- Inspects construction and maintenance work.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe practices related to Public Works.
- Thorough knowledge of governmental regulations, particularly as it relates to The Clean Water Act or the Safe Drinking Water Act and applicable sections of the Code of Regulations or other agency regulations that apply to the City's facilities and permits is required.
- Extensive knowledge of water utility or wastewater utility operations is required.
- Proven proficiency in knowledge, understanding and use of the Microsoft (or similar) suite of tools (Word, and Excel, Outlook or Lotus Notes) is required.
- Proven ability to assist in the development of various computer programs is required.
- Proven ability to interpret, verify, and accurately enter data into a computer database is required.
- Proven ability to assist in the development of various computer programs is required.
- Ability to operate a vehicle on private and public streets is required.

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- Proven ability to work well under pressure and to maintain positive interactions is required.
- Positive interpersonal skills are required.
- Proven ability to multi-task in a fast-paced environment is required.
- Proven ability to read, write, speak and comprehend English 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 ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.

Education, Training and Experience

- Bachelor's Degree in civil, environmental or chemical engineering is required.
- At least seven (7) years of responsible water/wastewater plant experience is required.

Licenses and Certificates

- Possession of a valid State Driver's License is required.
- Water/Wastewater Plant Operator license issued by Pennsylvania is highly desirable but not required.
- License as a Professional Engineer is highly desired, but not required.

Environmental Conditions

- Exposed to inclement weather and extreme temperature, including long periods of standing outdoors.
- Works outdoors and indoors with, or without, heat and/or air conditioning.
- Exposure to noise and pollution.
- Indoors, Environmentally Controlled.
- Exposure to conditions requiring implementation of confined space entry procedures.

Safety Equipment Used or Needed

- The City provides the use of necessary personal protective equipment.

Comments

- Requires frequent walking, standing and kneeling.
- Requires operation of a motor vehicle.
- Works around motorized or moving equipment and machinery.
- Requires occasional lifting up to 50 lbs with use of handcarts and hoists is required.
- Job requires walking, squatting, bending, kneeling, reaching, climbing, crawling for up to eight (8) hours a day, frequently in unfavorable weather conditions.
- 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.