

JOB POSTING – Project Manager
Full Time - Exempt
Pay Range: \$63,797 - \$94,234 DOQ

Posted: July 27, 2023
Closing Date: Open Until Filled

Jefferson Water and Sewer District (JWSD) is seeking a Project Manager to join our Operations Department and become a member of an exciting and dynamic organization. JWSD provides water and sanitary sewer services to more than 4,000 customers located within Jefferson Township, Ohio. JWSD was created in 1987 to provide and control centralized water and sewer services to the Township, thus allowing Jefferson Township to remain a local government where residents that actively participate can make a difference.

The Project Manager is responsible for managing and coordinating activities related to capital improvement projects/facility renovations and for the proper operation and maintenance of the sanitary sewer collection system. The qualified candidate must understand engineering plans, specifications, contracts, and regulations associated with standard construction projects, including sanitary sewer systems. This position includes coordinating with contractors, consultants, engineers, architects, construction managers, and field inspection staff. The Project Manager will also manage project objectives, oversee quality control, and manage overall project budgets.

Qualifications: Possession of a bachelor's degree in engineering, architecture, construction management, or a related construction industry field AND four (4) years of managerial or supervisory experience in the construction, renovation, and/or maintenance of buildings, utilities and public infrastructure. An Associate's Degree and (4) years of experience may substitute for a bachelor's degree based on experience. Construction management experience within the water & wastewater industry is preferred.

For a more comprehensive job description and training required, please see: Project Manager on the JWSD Careers Page at www.jwsd.org/careers.

Qualified applicants are requested to submit a Letter of Interest and a Resume to hr@jwsd.org.

This position will remain open until filled. The first review of applicants will occur on August 18, 2023.

Posted: July 27, 2023



Job Title: Project Manager
FLSA Status: Exempt
Date Written: 01/24/2022
Salary Range: \$60,471 - \$89,321

Department: Operations
Reports to: Director
Date Updated:

Position Description:

Under direction of the Director, is responsible for managing and coordinating activities related to capital improvement projects, facility renovations and performs related duties as required. The Project Manager will be responsible for supervising others engaged in planning, directing, coordinating, managing, budgeting, executing and finalizing construction and maintenance projects and utility system infrastructure. The Project Manager must understand contracts, engineering plans, specifications, and regulations associated with standard construction projects, including water treatment plants, groundwater wells, and sanitary sewer systems. Construction projects may include main water distribution lines and appurtenances, sanitary sewer system piping, and building & facility construction and modifications. This job includes coordinating with contractors, consultants, engineers, architects, construction managers, and field inspection staff. The Project Manager will also manage project objectives, oversee quality control, and manage overall project budgets.

Education and Experience:

Possession of a bachelor's degree in engineering, architecture, construction management, or a related construction industry field AND four (4) years of managerial or supervisory experience in the construction, renovation, and/or maintenance of buildings, utilities and public infrastructure. An Associate's Degree and (4) years of experience may substitute for a bachelor's degree based on experience. Construction management experience within the water & wastewater construction industry is preferred.

Required Certificates, Licenses & Registrations:

Possession of a valid, State of Ohio Class I Wastewater Collection Certification, or the ability to obtain certification within 24 months. Possession of a valid motor vehicle operator's license.

Essential Duties and Responsibilities:

- Manages, plans, and coordinates the work of inspection staff, maintenance personnel, outside contractors, technical trades and maintenance personnel engaged in construction, maintenance and renovation projects
- Manages and oversees all phases of construction, maintenance, and building renovation projects
- Prepares preliminary and final plans, bid specifications, and cost estimates for construction, maintenance, and renovation projects.
- Reviews plans for capital improvement projects
- Administers contracts and prepares contract modifications as necessary
- Develops cost projections for future capital and facility projects; meets with design professionals and contractors to discuss project goals and projected costs
- Maintains plans, shop drawings, and contract change orders for all new construction and renovation projects
- Assists engineers, architects, contractors, and other managerial or supervisory personnel with developing timelines and providing quality services
- Participates in contract negotiations related to construction projects
- Coordinates capital improvement project activities with other internal and external departments
- Acts as a liaison between engineers, architects, design professionals, contractors, and stakeholders
- Inspects job sites and review construction progress reports to ensure conformity to specifications and timetables
- Maintains records and prepares reports as necessary
- Explains and interprets governmental regulations, policies and procedures to the general public and personnel
- Participates in the on-call rotation for emergency responses.
- Performs all other duties as assigned

Knowledge, Skills and Abilities:

- Considerable knowledge of various building and maintenance methods, tools, and materials
- General knowledge of construction drawings and plans
- General knowledge of bid specifications and cost estimates relating to construction and renovation projects
- General knowledge of safety principles and practices associated with the construction and maintenance fields
- Some knowledge of contracts and contract administration
- Ability to compute time estimates and material costs
- Ability to read and interpret construction plans and specifications
- Ability to manage, plan and coordinate large-scale work projects
- Ability to operate a computer and related software
- Ability to communicate effectively orally and in writing
- Ability to develop and maintain effective working relationships with employees, the public, the Board, and other parties
- Ability to prepare reports and maintain records

FOR HUMAN RESOURCES USE ONLY:

Posting # Project Manager



Physical Activities and Environment: The physical activities described are representation of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to sit; and occasionally required to stand, walk, use hands to finger, handle or feel, reach with hands or arms. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually moderate.



WHY WORK FOR JEFFERSON WATER AND SEWER DISTRICT?

Jefferson Water & Sewer District was created in 1987 to provide water & sewer services to residents located in Jefferson Township, Franklin County, Ohio. With the goal of controlling annexation and preserving the rural character of Jefferson Township, the District has grown to more than 4,000 customers during the last 35 years. Becoming part of a team that prides itself on providing safe, quality drinking water and exceptional sanitary sewer service is rewarding.

JWSD knows that our most treasured asset is our employees and as such, we believe in providing competitive wages and excellent benefits to retain our staff. Listed below are some of the great reasons you should consider joining our team:

- A smaller staff allows you the opportunity to learn about all aspects of the organization, not just your job duties.
- Competitive industry wages with opportunities for performance awards twice per year (July & December)
- Annual wage reviews to keep employee pay competitive within the water utility sector
- Excellent medical, vision, dental, life and AD&D insurance at no cost for all employees. Family coverage is available at a reduced rate.
- Assistance with medical costs through a Health Reimbursement Arrangement (HRA) that pays for 56% of all out-of-pocket medical deductibles and expenses.
- 11 paid holidays per year
- Sick and vacation time that is earned beginning on day one at a rate of 3.1 hours per pay period (2 weeks of sick & 2 weeks of vacation leave per year). Additional weeks of vacation are earned with longevity.
- Participation in the Ohio Public Employees Retirement System (OPERS) with $\frac{1}{2}$ of the employee contributions paid by JWSD after 1-year of employment, and the other $\frac{1}{2}$ paid after 2-years of employment
- Opportunity to save for retirement in the Ohio Deferred Compensation Program
- Tuition reimbursement to help offset the cost of higher education
- JWSD pays for training classes, conferences, study materials, and certification exams for employees seeking licensure

If you have any questions, please feel free to contact us at (614) 864-0740 or by email at customerservice@jwsd.org.