



Invites your interest for the position of

PROJECT MANAGER



THE OPPORTUNITY

The Project Manager will plan, organize, and review the preparation of drawings, specifications, and cost estimates in connection with construction, alteration and/or maintenance of a wide variety of projects/facilities. Perform field and office engineering work associated with recycled water and wastewater systems operations and the design and construction of public facilities. The Project Manager will write monthly reports for management and the Board of Directors, as well as prepare compliance reports. May exercise technical and functional supervision over lower level staff. Will assist in administering Capital Improvement Projects while planning, organizing, directing, and managing SEJPA engineering and related administrative activities.

Essential Knowledge, Skills, and Abilities

- ◆ Perform complex analytical work and exercise sound, independent judgment within general policy guidelines
- ◆ Knowledge of principles, practices, and methods of engineering construction and quality control
- ◆ Knowledge of construction and water/wastewater industry operation and safety regulations
- ◆ Prepare, review, and approve design plans, specifications, estimates, reports and recommendations relating to engineering projects
- ◆ Research and interpret environmental regulations to determine applicability and compliance
- ◆ Prepare regulatory reports in compliance with permit requirements
- ◆ Analyze and make recommendations on engineering, regulatory, water quality, and management issues; understand, explain, and apply federal, state, and local policy, and law governing SEJPA operations
- ◆ Prepare clear, concise, and comprehensive correspondence, reports, and other written materials
- ◆ Execute and manage goods and services contracts including: SOW, RFB, and proposals

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COMPENSATION & BENEFITS

The salary range for this exempt position is \$87,813 to \$128,059 per year. This position is classified within the Project Manager Series, which reports directly to the Senior Project Manager.

SEJPA offers a generous and competitive benefits package including:

Health Insurance: SEJPA contributes toward its employees and their dependents health, dental, and vision care plans. The health care plans are in compliance with California Public Employees' Medical and Hospital Care Act.

Life and AD&D Insurance: SEJPA provides life insurance for its employees. This amount of coverage is equal to an employee's annual salary rounded up in increments of \$1,000.

Retirement: CalPERS formula, either CalPERS 2.0% at 62 or CalPERS 2.0% at 60, depending on individual eligibility.

Vacation Leave: Employees accrue annual vacation leave based on years of continuous service. Employees earn hours up to 104 hours in the 1st year, and increasing to 128 hours in the 5th year, and 152 hours in the 11th year.



APPLICATION PROCESS

To apply for this opportunity, please visit www.sejpa.org to download an application. Please then send a cover letter, resumé, and signed application by email to Vanessa Hackney at hackneyv@sejpa.org.

Questions regarding this opportunity, can also be sent by email to Vanessa Hackney.

