**Class Summary**

The responsibilities of this classification include leading a team responsible for a broad range of wastewater facilities, modifications, or upgrade projects, and/or under the direction of senior-level staff, independently managing projects involving specialized functions or components of major projects. Wastewater Capital Project Manager IIs negotiate contract issues and provide direction and decision-making per Wastewater Treatment Division policy on changes to project scope. Project assignments typically include 1 to 5 functional disciplines, limited permits, or SEPA requirements, existing or proven technology, and are low risk to the agency.

**Distinguishing Characteristics**

This is the second level in a four-level classification series. This classification is distinguished from the Wastewater Capital Project Manager III classification in that incumbents within the Wastewater Capital Project Manager III are responsible for providing lead direction for assigned staff on a project basis and performing advanced project management tasks with multiple dimensions.

The Wastewater Capital Project Manager series is distinguished from the Wastewater Engineer series in that these positions primarily call for applying project management techniques and principles on projects with multiple technical disciplines for the design and construction of wastewater facilities, while the Wastewater Engineer series is primarily responsible for applying engineering principles and techniques for specific work within a line of business within the department.

**Examples of Duties**

*In addition to the duties of the Wastewater Capital Project Manager I classification, the Wastewater Capital Project Manager II will:*

1. Apply Project Management industry standards and practices in the areas of project planning, coordinating, scope management, budget management, schedule management, monitoring and control, and reporting on assigned capital projects. Perform project chartering, initiation, planning, execution, monitoring/control, and closeout.
2. Manage wastewater capital projects that require preparation of plans, specifications, estimates, and scopes of work for public bidding (including the use of alternative or collaborative delivery methods), request for proposal process, and/or internal use.
3. Develop, implement, and manage the project scope of work, schedule, budget, and contract requirements; execute plans for assigned projects' design, procurement, and construction phases.
4. Establish project deliverables.
5. Develop project-specific Work Breakdown Structures (WBS).
6. Obtain necessary approvals from customers, sponsors, and stakeholders.
7. Develop, execute, and communicate the project plan.
8. Document, obtain approval, and manage changes to project scope; negotiate contracts and contract changes.
9. Monitor and control project work; report on the status of assigned projects.
10. Procure and administer consultant contracts.
11. Develop and implement plans for project-specific Quality Assurance/Quality Control (QA/QC).
12. Administer project and contract requirements and standards in accordance with King County policies and procedures. Perform duties as defined in the WTD project management manual using PMI methodology.
13. Close-out assigned projects
14. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of project management techniques and practices, contract administration, and budgeting

Basic knowledge of construction management techniques and relevant engineering disciplines or equivalent technical skills that support WTD project development

Skill in written and oral communication, facilitation, negotiation, and conflict resolution

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.

**Licensing, Certification and Other Requirements**

Washington State Driver’s License may be required or the ability to provide transportation to remote work locations with limited or no public transportation services

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Wastewater Capital Project Manager I, II, III, and IV |
| **Class History** | 02/2003 – Created |

03/2009 – Revised

10/2012 – Updated and title change

02/2022 – Minor update

12/2024 – Updated content