**Class Summary**

The responsibilities of this classification include independently managing one or more planning, design, and construction projects from inception to successful construction completion and turnover to operations and maintenance. Projects assigned to this level typically have moderate complexity in terms of technical, logistical, and legal issues. They may require issue analysis and coordination with external entities such as cities, water districts, and local/state/federal regulatory agencies. Incumbents oversee diverse project teams composed of internal and consultant teams from a broad range of disciplines, including engineering, architecture, skilled trades, and government officials. Projects assigned to this project manager level may have a major financial or operational impact on key business units and county objectives. Project assignments typically require considerable resources and high levels of functional integration, are high profile, medium risk to the agency, and have moderately aggressive timelines and moderately defined scopes.

**Distinguishing Characteristics**

This is the third level within the four-level classification series. This classification is distinguished from the Wastewater Capital Project Manager IV classification in that the incumbent within the Wastewater Capital Project Manager IV coordinates the work of other staff matrixed as project team members to work on assigned projects. The Wastewater Capital Project Manager IV classification is an advanced-level project manager for large, high-risk, and often multiple projects.

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 II classification, the Wastewater Capital Project Manager III will:*

1. Lead and direct high-priority projects, which often require considerable resources and high levels of functional integration.
2. Negotiate contract scopes, schedules, budgets, and contract changes.
3. Measure project performance using appropriate tools and techniques, identify and quantify variances, perform required corrective actions, and communicate to all stakeholders.
4. Lead negotiation of interagency or local agreements.
5. Present projects to elected officials, community groups, and the public.
6. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of project management techniques and practices as described by the Project Management Institute’s Project Management Body of Knowledge

Advanced knowledge of contract administration, contract enforcement techniques and principles, budgeting, and scheduling development and analysis

Knowledge of policy analysis and development

Basic knowledge of construction management techniques and relevant engineering disciplines

Basic knowledge of the legislative process

Skill in leadership, 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

Project Management Professional (PMP) or equivalent certification is preferred

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 – Updated03/2009 – Revised10/2012 – Updated and title change02/2022 – Minor update12/2024 – Updated content |
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