**Class Summary**

The responsibilities of this classification include independently managing one or more of the largest and most technically, legally, and politically complex planning/design/construction projects. Projects assigned to this level involve significant resources, complex technical execution requirements, complicated relationship management issues, and alternative project delivery methods such as GC/CM and PDB. Positions at this level manage the most complex and diverse project teams. Wastewater Capital Project Manager IVs also serve as technical consultants to Senior Management on project technical and strategic issues and manage internal cross-functional issues to resolution. This classification may also serve as a lead position to lower-level Wastewater Capital Project Managers.

**Distinguishing Characteristics**

This is the fourth level within the four-level classification series. The Wastewater Capital Project Manager IV is a lead resource for lower-level project managers. Wastewater Capital Project Manager IVs are typically assigned multiple technically complex, highly visible, and high-risk projects with complex multi-engineering discipline elements.

**Examples of Duties**

*In addition to the duties of the Wastewater Capital Project Manager III classification, the Wastewater Capital Project Manager IV will:*

1. Procure and administer consultant contracts. Oversee and supervise the preparation of all contract negotiations, change orders, interpretation, and compliance monitoring.
2. Work with other departments to develop and initiate capital improvement projects to resolve facility problems and/or issues. Identify the project scope, budget, funding, and schedule for these projects.
3. Provide lead direction and mentoring for lower-level capital project managers.
4. Administer project and contract requirements and standards in accordance with King County policies and procedures. Perform duties defined in the WTD project management manual using the Project Management Institute’s (PMI) methodology.
5. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of project management techniques and practices as described by PMI’s Project Management Body of Knowledge

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

Advanced knowledge of construction management techniques and multiple relevant engineering disciplines

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

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 – Updated |
|  | 03/2009 – Revised10/2012 – Updated and title change02/2022 – Minor update06/2023 – Updated 11/2023 – Updated12/2024 – Updated content |