

Canyon Regional Water Authority

Job Description

Position Title: Project Manager

Salary: Commensurate with Experience; Minimum \$110,000 Annually

JOB SUMMARY

The Project Manager has responsibility for the execution of one or more projects and effective and efficient management of the project consistent with an established project management cycle in compliance with CRWA guidelines, procedures, and systems.

ESSENTIAL FUNCTIONS

- Assumes responsibility for the execution of one or more projects through coordination of internal and external resources.
- Identifies projects, assists in the planning, design, construction and implementation of projects, and oversees project execution and schedules.
- Oversees construction projects by inspecting the progress and quality of the construction work and budget status; helps assure conformance to the contract plans, construction, and material specifications and CRWA standards.
- Ensures all necessary permits have been obtained from the appropriate regulatory agencies.
- Represents CRWA on local, regional, state, and national organizations, associations, and governmental agencies.
- Collaborates with all stakeholder groups and designs, writes, and delivers reports and presentations to Executive Management, the Board of Managers, and the Board of Trustees.
- Establishes and maintains effective working relationships and public relations with internal and external agencies, including local and regional entities.
- Negotiates contracts, settlements, and issues with CRWA contractors, consultants and the public.
- Facilitates, builds consensus, and applies leadership skills.
- Performs other duties as assigned.

DECISION MAKING

- The Project Manager works under limited supervision.
- May review the work of employees engaged in the full range of project planning, implementation, and monitoring activities.

MINIMUM REQUIREMENTS

- Bachelor's Degree in a related field, or major coursework in project management from an institution accredited by a nationally recognized accrediting agency.
- Four years of progressively responsible work experience in project management
- Able to use basic computer skills.
- Valid Class "C" Texas Drivers License consistent with CRWA driving policies.

PREFERRED QUALIFICATIONS

- Experience managing water resources and potable water infrastructure projects.

- Project Management Professional (PMP) Certification, or comparable certification in project management.

JOB DIMENSIONS

- Communicates effectively, verbally and in writing.
- Frequent contact with internal and external customers, regional purveyors, governmental agency representatives, landowners and permit holders, stakeholders, general public, consultants, and vendors.
- May be required to work hours other than the regular schedule including nights and weekends. Some travel may be required.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Working conditions are primarily in an office environment with regular field visits.
- Must furnish reliable transportation.