



**JOB POSITION: PROJECT ADMINISTRATOR I**

Applicants must apply on-line at our website at: [www.westernvawater.org/careers](http://www.westernvawater.org/careers)  
Salary DOQ – Starting Salary Range \$38,618 - \$46,341

**SUMMARY OF JOB**

Responsible for administrative duties in support of the Authority's Development Department, and other initiatives undertaken by the Engineering Services Division.

The Project Administrator performs technical and administrative duties as well as customer service tasks related to development plan submittal/review/approval, requests for new services, procurement, project management, and construction contract administration. Primary responsibilities include receipt and tracking of all submittals related to new development, management of project-related documents, and regular tracking and reporting of key performance indicators (KPIs) for assigned areas of responsibility. Duties include interacting with, assisting, and coordinating activities of internal and external stakeholders, including the Authority's Administrative Division, Operating Divisions, locality departments, customers, property owners, consultants, engineers, contractors, developers, trade associations, other utility providers, and outside regulatory agencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Includes the following. Other duties may be assigned or scheduled.

- Applies considerable initiative and independent judgment within assigned area of responsibility.
- Assists in answering inquiries by phone, email or other appropriate means or direct requests to the proper areas.
- Assists customers and other parties in the navigation of the WVWA website and other online resources to obtain and/or submit information and documents.
- Assists customers and other parties in the submittal and processing of plans, designs, applications, and requests.
- Assist with developing and implementing processes and procedures to improve efficiency and customer satisfaction.
- Handles all aspects of office duties in a professional, courteous, and friendly manner.
- Assist in the preparation and processing of applications, agreements, easements, procurement documents, contract documents, and other project-related documentation.
- Assists in managing and tracking project related schedules and deadlines.
- Enters data into various databases and enterprise project management software applications.

- Maintains project related files as needed.
- Works with Division management to create and maintain Standard Operating Procedures (SOPs).
- Assists staff with preparation, scanning, printing, faxing and mailing of documents.
- Notarizes legal documents.
- Performs research and prepares summary reports and presentations.
- Assists with Prequalification Process – (Initial review of documents and companies and ongoing management of insurance certificates.)
- Assists with Substantial/Final Acceptance process by creating, mailing and processing standard form letter and maintenance guarantee forms required for Final Acceptance.
- Proofs and assists with updated and creating technical manuals.
- Orders office supplies
- Prepares Construction Estimates.
- Assists customer service by entering new service accounts into Cogsdale CIS and billing system.
- Schedule appointments and maintain calendars and coordinate staff and other meetings.
- Prepare communications, such as memos, emails, invoices, reports and other correspondence.
- Write and edit documents, from letters to reports and instructional documents

### **SUPERVISORY RESPONSIBILITIES**

None.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Familiarity with the following:
  - Principles and practices of public administration and government.
  - Organizing and implementing comprehensive administrative programs.
  - Principles and practices of architecture, engineering, and land surveying.
  - Modern methods, techniques, and design concepts as applied to the design and construction of public utility infrastructure.
  - Applicable titles of State statutes, regulations, local codes and ordinances, and local plan review and approval processes as they relate to the management of typical utility and development projects.

- Design principles, techniques, and tools involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Construction methods, materials, and techniques used in typical utility and development projects.
- Ability to work with minimal supervision.
- Excellent computer skills
- Ability to work safely and obey all safety rules.
- Ability to communicate effectively, both verbal and in writing.
- Ability to establish and maintain effective working relationship with coworkers, other Water Authority departments and the general public.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in writing, oral or diagram form.
- Ability to work alone or in a team environment.
- Must possess and maintain a good work ethic with a strong emphasis on good attendance, reporting to work on time, completing job assignments in a timely manner, maintaining a good work attitude, performing all job duties as assigned and/or scheduled.
- Must be proficient in the use of current computer software using Microsoft Office applications for word processing, spreadsheets, Internet, basic research and electronic data communications. Responsible for using the WVWA Work Order system and other Roanoke City, Roanoke County and WVWA applications as required.
- Ability to deal with and maintain confidentiality of information.

### **EDUCATION and/or EXPERIENCE**

Associate's degree from an accredited college or university in planning, engineering, finance, accounting, business or related field plus two (2) to five (5) years experience in A/E or construction industry is desirable or extensive experience in planning or construction-related processes or equivalent combination of education and experience. Proficient in the use of computers and various software applications, especially spreadsheets. Proven ability to create positive working relationships, organize and manage multiple tasks simultaneously, and successfully perform work with a high degree of professionalism, accuracy, and attention to detail.

### **CERTIFICATE, LICENSE, REGISTRATION REQUIREMENTS**

- Must possess a valid Virginia driver's license or have the ability to obtain one within 60 days of employment date. No more than six (6) demerit points on driving record if required to drive Water Authority vehicles.
- Notary Public for the Commonwealth of Virginia. (Preferred or ability to obtain)

### **PHYSICAL DEMANDS OF THE JOB**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to walk, stand, and sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear.
- While performing the duties of this job, the employee is occasionally required to stoop, kneel, crouch, bend, climb, balance, crawl or reach overhead.
- Specific vision abilities required by this job include ability to adjust focus. If corrective lenses are noted on driver's license, the lenses must be worn when operating Authority vehicles.
- Repetitive movement using keyboard and/or office equipment is involved.
- Employee must be able to sit for an extended amount of time at a desk or workstation.
- Employee must regularly lift, carry and/or move up to 25 pounds and occasionally 50 pounds. Assistance is required on weight amounts above those listed. Failure to do so could result in injury and denied Worker's Compensation benefits.

### **WORK ENVIRONMENT ENCOUNTERED IN THIS JOB**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually low.
- Employee is subject to normal work conditions as required in an office setting.
- Employee may occasionally be subject to exposure to moderate or high noise level, extreme outside weather conditions, uneven, steep, slippery terrain conditions, dusty conditions and wet and/or humid conditions.

### **GENERAL STATEMENT AND SELECTION GUIDELINES**

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- WVWA application
- Rating of education, experience, training and qualifications
- Reference checks
- Interview with WVWA management team
- Applicant must pass a pre-employment physical and drug/alcohol test
- A criminal background check and social security number verification will be performed. The results must match information provided by the applicant on the WVWA application

- Job related test might be required and would be administered to all applicants applying for the position