



JOB POSITION: PROGRAM MANAGER PLANNING AND ASSET MANAGEMENT

Applicants must apply on-line at our website: www.westernvawater.org/careers

Starting salary \$91,447

SUMMARY OF JOB

Responsible for planning, managing and administering the Asset Management Program, that covers computer aided design (CAD), geographical information systems (GIS), computerized maintenance management systems (CMMSs), for water distribution and wastewater collection systems modelling, and master planning. Ensures an effective asset management program considering continuous improvement in asset data collection and monitoring asset condition, system capacity, and operating efficiency. Conducts project prioritization considering water demands and wastewater flow projections, water quality and other levels of service and risk factors. Requires a bachelor's degree in civil/environmental engineering or related field plus five (5) or more year's related experience in master planning/modelling/asset management or equivalent combination of education and experience. Possession of a valid professional engineer license from the State of Virginia is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Recommend multi-year water distribution and wastewater collection capital improvement plan (CIP) and lead annual updates to ensure established efficiencies and levels of service for the Water Authority are maintained, considering budget constraints.
- Leads and directs engineering support staff and engineering consultants in the preparation of asset management, system optimization and hydraulic modeling studies, master plans and reports.
- Provide asset management expertise to the Directors and Management staff for the purpose of business process improvements across the enterprise. This includes communicating distribution, collection and treatment plant impacts related to new development requests.
- Manage (GIS), hydraulic modeling, and (CMMSs) and coordinate installation, configuration, security administration and annual upgrades for these and other related asset management systems.
- Develop, implement and manage flow monitoring and condition assessment programs. Analyze related data, trends, and operational outcomes. Investigate root causes and prepare recommendations to mitigate impacts and improve system and enterprise performance.

- Prepare technical reports, standard operating procedures, and answers questions related to areas of responsibilities, and provide presentations and training support to internal and external stakeholders.
- Prepare water hydraulic/quality reports for new developments as needed in accordance with VDH and DEQ requirements and guidelines.
- Schedule and oversee calibration of the water and sewer hydraulic models, as required, due to system changes and available data to ensure sufficient accuracy and precision for intended uses.
- Read and interpret plans and specifications and ensure timely addition of all approved water and sewer utility plans and record drawings to the enterprise asset registry and geospatial system of record.
- Develop and update business processes schematics that reflect programmatic processes, data storage details, and typical data analysis, and explore opportunities for best practices.
- Work with staff to achieve compliance with financial and asset management requirements.
- Assist in the formulation and administration of departmental policies, plans and programs.

SUPERVISORY RESPONSIBILITIES

Manages/supervises assigned employees in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and addressing complaints and resolving problems.

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.

- Ability to direct and supervise personnel.
- Ability to develop, review and recommend processes and procedures for assigned area, identifying and discussing impact on assigned area, the division and the entire organization.
- Ability to think logically and analyze data.
- Ability to effectively present information to management, public groups, and/or employees as necessary
- Ability to respond to inquiries or complaints from employees and customers orally or in writing as necessary.
- Ability to establish and maintain effective working relationships with co-workers, employees, other Water Authority departments and the general public.
- Ability to represent assigned area in meetings attended.
- Ability to work with minimal supervision and negotiate and resolve conflict.

- Ability to analyze and solve difficult technical and administrative problems.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps and procedure manuals.
- Ability to apply experience and understanding to carry out instructions furnished in writing, oral or diagram form.
- Ability to write reports, correspondences and procedure manuals in a clear concise manner.
- Ability to communicate technical concepts to technical and non-technical audiences.
- Ability to work alone or in a team environment.
- Must possess and maintain a good work ethic concerning attendance, punctuality, positive attitude, meeting deadlines, being a team player and encouraging teamwork among employees.
- Ability to analyze an extensive variety of technical data and information and apply mathematical concepts for trend analysis and forecasting.
- Knowledge of utility or industrial asset management best practices and principles.
- Knowledge of good data management practices, data transformation, and data review.
- Knowledge of hydraulic modeling software applications, theories, and data requirements.
- Knowledge of geographic information systems, operational use, and principles.
- Knowledge of computerized maintenance management systems configuration, operational use, and principles.
- Understands and fully supports the Authority's vision, mission and strategic goals.
- Anticipates long-term impact when making decision.

EDUCATION and/or EXPERIENCE

Bachelor's degree from an accredited college or university with a major in civil or environmental engineering or related field plus five (5) or more years related experience in master planning/modeling/asset management or equivalent combination of education and experience.

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.
- Possession of a valid professional engineer license from the State of Virginia preferred.

- Possession of a professional certification pertaining to water/wastewater utility asset management is preferred.

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.

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