



City of South Bend

Vacancy Announcement

Post Date: Monday, February 23, 2015

Closing Date: Until Filled

DIRECTOR OF CSO PROJECT MANAGEMENT

Category: Full Time

Department: Public Works / Engineering

Reports To: City Engineer

Schedule: Monday-Friday, 8 AM-5PM. Hours may vary based on operational needs.

Pay Rate: \$62,000-\$77,000/yr. (Exempt)

Position: **SUMMARY**

The Director of CSO Project Management is responsible for managing all aspects of the City's Combined Sewer Overflow (CSO) Long Term Control Plan (LTCP) that includes federally enforceable consent decree driven milestones.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Ensures adherence to all related consent decree milestones.
- Prepares and submits reports to EPA regarding the LTCP.
- Acts as the City's liaison to IDEM and the EPA regarding the LTCP.
- Coordinates the interaction between other Public Works divisions on LTCP projects as appropriate.
- Prepares and delivers presentations on design and program related issues to the public, LTCP advisory committee, and council members.
- Advises and oversees consultants' management of design contracts, consent decree driven schedules, budgets, and program planning.
- Informs and advises the City Engineer and other appropriate City staff on LTCP compliance.
- Develops risk mitigation strategies for all LTCP projects, with emphasis on bringing quality projects online, on time and within budget.
- Reviews, oversees, and ensures compliance with QA/QC procedures developed by program consultants for the design phase of the project.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes other duties as assigned.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. 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.

EDUCATION AND/OR EXPERIENCE

- BS degree in Civil, Agricultural, or Environmental Engineering or Environmental Science or Chemistry or related science and engineering field required.
- Preferred 8+ years of experience involving engineering or environmental compliance or an equivalent combination which demonstrates the potential ability to perform the duties of the position.
- Preferred 2+ years of experience in project management, including preparation of scopes, budgets, schedules, and tracking performance.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Knowledge of basic principles and practices of storm water and sanitary sewer collection and treatment design, water quality, and project and construction management.
- Ability to learn pertinent Federal, State, and local laws, codes, and regulations, and monitor for strict adherence to all restrictions and regulations.
- Ability to prepare and maintain technical records, develop appropriate recommendations, and prepare reports.
- Excellent leadership and interpersonal skills.
- Ability to work effectively in a team and facilitate consensus in a multiple stakeholder environment.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to deal effectively with subordinates, contractors, and the public.
- Ability to interpret and clearly explain engineering and construction specifications.
- Ability to make sound judgments and use good discernment skills.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License required.
- Engineering Intern status of ability to attain within one year of employment is necessary. Required to pass the PE examination within five years of employment

EQUIPMENT

Vehicle, computer, telephone, copier, and plotter.

PHYSICAL DEMANDS

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 frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools

or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a standard office setting and in the field. Some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Drug Screen Required

Comprehensive Background Check Required