**Job Title:** Sr. Program Manager

**Announcement Number:** #6800*

**Position Control Register #**2971025

**Bargaining Unit:** 9

**Grade Level:** 30

**Date Posted:** 04/21/15

**Last Day for Applying:** N/A

**Salary Range:** $1,650.85.66

**Division/Section:** Operations/Engineering Services/ Deer Island

**Work Schedule:** Monday-Friday 7:00am-3:00pm

**BASIC PURPOSE:**
Manages all projects assigned for the Engineering Services Department from conceptual design through the construction phase.

**SUPERVISION RECEIVED:**
Works under the general supervision of the Manager, Engineering Services.

**SUPERVISION EXERCISED:**
Exercises close supervision of Program Managers, Senior Staff, and Staff Engineers, and Design Engineers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops and manages plant engineering projects that support the operations staff for engineering resolution. Recommends solutions to the problems, which arise during normal plant operations.

- Provides plant engineering support to the maintenance staff with complex work orders and contract maintenance projects, and provides appropriate design services. Provides support services for the economical operation of plant wide compressed air, water, HVAC, and electrical systems.

- Supervises design, engineering, drafting, and finalization of in-house projects involving repair/replace/modification activities, renovation and layout changes for offices, laboratories, shops and warehouses.
JOB VACANCY ANNOUNCEMENT NUMBER #6800 (Continued)

• Oversees project management of concept designs, detailed designs and the preparation of plans and specifications for proposed plant engineering modifications. Identifies, prioritizes, and establishes milestones for the completion of projects within the department.

• Manages blanket maintenance/construction contracts.

• Oversees the preparation of plans and specifications for vendor contracts for proposed plant engineering modifications.

• Oversees reviews of, and modifications to all operations and maintenance documentation. Ensures that all operations and maintenance documentation conforms to MWRA standards.

• Oversees and manages construction projects generated by the Engineering Services department, and outside consultants. Performs project management on construction projects.

• Oversees and directs consulting engineering services and contracts during construction including all work for quality of work, budgets, schedule, and compliance with contractual terms and MWRA objectives and policies.

• Oversees the updating of engineering drawings and records and the subsequent forwarding (in accordance with established procedures) to the Technical Services Center.

• Provides oral and written reports to the Manager, Engineering Services detailing results of problem investigations, proposed resolution, and economic justification for the proposed changes.

• Evaluates assigned employees performance according to MWRA procedures.

SECONDARY DUTIES:

• Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

(A) A Bachelor’s degree in mechanical, electrical or controls engineering; and

(B) Understanding of facilities design and plant engineering, and construction project management techniques to include the preparation of plans, specifications, and biddable project documents as normally acquired through eight (8) to ten (10) years of related experience, of which three (3) years at least must be in a supervisory or managerial capacity; and

(C) Experience in wastewater treatment operations, utilities and large facility start-up procedures desirable; and

(D) Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:
(A) Ability to plan, organize, direct, train and assign duties to subordinates as obtained through the successful completion of an MWRA supervisory training program or an approved substitute.

(B) Extensive experience in the development and oversight of MGL chapter 30 and 149 contracts.

(C) Personal computer skills including spreadsheet, database, word processing, project management and Auto CADD desired.

(D) Demonstrated verbal and written communication skills.

SPECIAL REQUIREMENTS:

Massachusetts Registered Professional Engineer preferred.

TOOLS AND EQUIPMENT USED:

Office equipment as normally associated with the use of telephone, personal computer including word processing and other software, copy and fax machine.

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 regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and the ability to adjust focus.
WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts, and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud in field settings and moderately quiet in other work facilities.

Applications are available online at [WWW.MWRA.com](http://WWW.MWRA.com) or from the Human Resources Department. Completed applications must be received by the Human Resources Department on or before the closing date indicated above.

Massachusetts Water Resources Authority
Charlestown Navy Yard
100 First Ave.
Boston, MA 02129
ATTN: Andrea Murphy, Employment Manager

**Massachusetts Water Resources Authority (MWRA) is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, national or ethnic origin, age, religion, disability, sex or gender, sexual orientation, gender identity or expression, or veteran status.**

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