

City of Fall River

JOB POSTING

The City of Fall River Department of Community Utilities has the following vacancy:

Date: Open until filled
Title: **Project Manager**
Salary: Commensurate with experience
Hours: Monday through Friday 9:00am to 5:00pm

Please submit your letter of interest and resume to Olga Correia, One Government Center Room 326, Fall River, MA 02722 or e-mail to ocorreia@fallriverma.org.

Open until position is filled.

Summary of Duties:

In the Department of Community Utilities and under the direction of the Administrator of Community Utilities, coordinate, plan and direct activities of designated City and Department of Community Utilities projects, including construction of water, sewer and stormwater infrastructure, to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through the supervision of subordinates.

Essential Duties and Responsibilities:

Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares projects reports for management or others. Confers with project personnel to provide technical advice and resolve problems. Coordinates project activities with activities of government regulatory or other governmental agencies.

This position will supervise completion of all environmental studies and reports. Oversee the Industrial Pretreatment Program working with the IPP Coordinator to assure that all Federal, State and Municipal program requirements are met, evaluating all significant industrial users to assure their compliance with all Federal, State and local laws and requirements. Oversee necessary actions taken on industries not meeting compliance standards. Work with the Wastewater Treatment Plant staff to develop strategies to correct any upsets that may occur. Reports to the Administrator of Community Utilities/Sewer Commission on the status of the IPP Program as well as oversee the preparation of all required reports and response to the Federal and State Regulatory Agencies.

Keep the Administrator of Community Utilities aware of water and sewer system issues when reported by subordinates. This will include but not limited to repairs, ongoing projects, or budgetary issues.

Participates in long-term capital planning of water and sewer department. Works with other city departments and utilities to coordinate construction activities of the water and sewer department for minimal impact to the community.

Oversight of all contract and grant administration. This includes construction projects including design development, bidding and construction supervision. Prepare RFP's, contracts, bid documents and certify all invoices and payments.

Confers with project personnel to provide technical advice and to resolve problems.

Oversees the MS4 Permit Program to ensure that all regulations are being complied with reporting any non-compliance to the Administrator of Community Utilities. Responsible for the Stormwater BMP Efficiency Monitoring & Evaluation ensuring that regulatory and non-regulatory needs are met.

Assists with the CSO Facility Optimization. Manages the CSO Notification Program. Confers with plant staff to ensure that discharges are within regulatory compliance. Reports to the Administrator of Community Utilities any CSO discharge non-compliance. Prepares any necessary reporting of non-compliance.

Manages lead and drinking water program as well as oversight of water resources. Works with Water Treatment Plant and Wastewater Treatment Facility quality and sampling issuers. Assists with any issues developing a plan of correction.

Oversee River Study and Advanced Treatment Study.

Additionally, the position provides support and technical assistance on all computers, computer software and hardware within the department.

Education and Experience

Bachelor's degree (B.A. or B.S.) or equivalent Accounting, Business Administration, Architecture, Engineering or related field and minimum of ten years practical experience in the fields of accounting, architecture, engineering, facility or construction management is preferred. Excellent written or verbal communication skills are required. Minimum of five years in contract administration, grant administration and construction management. Demonstrated successful experience in public construction projects, accounting and auditing thereof. Ability to coordinate multiple projects and agencies. Knowledge of basic accounting principles and budget management. Experience with EPA, MA DEP, MA DOR and audit regulations preferred.

Must have a thorough knowledge of industrial and municipal wastewater treatment, understanding of current Federal and State regulations related to municipal wastewater treatment, collection systems, combined sewer overflows, industrial pretreatment.

This position must remain informed to EPA and MA DEP regulations, continue to evaluate the Pretreatment Program, update it as necessary and apply these changes to industries affected by the changes.

Experience in appropriate software programs in construction, asset and/or project management.

Proficient in Microsoft Word, Excel and PowerPoint.

Valid Motor vehicle license required.

Required to carry cell phone.

Dependable motor vehicle required.

Requirements:

Mass T4 License, Mass D4 License Mass Wastewater Treatment Plant Grade 7 License, within 2 years of employment.

Physical and Environmental Standards:

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel, reach with and arms, and talk or hear. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. This job requires the employee to spend a significant portion of their day operating a desktop computer or laptop.

Classification: Non-Unit

Salary: Per Ordinance

Updated: March 2022