

Working under the direct supervision of the District Manager is responsible for overseeing the construction process for District infrastructure projects such as water treatment plans, wastewater treatment plants, lift stations, pump stations, distribution and collection systems. Oversight and verification of compliance with approved construction plans, adhering to budgets to complete tasks and/or purchase materials and reviewing contracts to make sure that current practices align with District expectations.

ESSENTIAL JOB FUNCTIONS/DUTIES:

The incumbent in this position must be able to successfully perform the following essential job functions and duties:

- Keep daily construction logs and monitor the construction process.
- Ensure that the construction project complies with all safety and local, state and federal regulations.
- Conduct in-depth analysis of the project to come up with the budget and deliverables.
- Monitor clarifier blanket depths, chemical usage and dosage, plant flow, and other equipment and plant conditions
- Establish risk factors, then manage and mitigate them to ensure the construction goes smoothly.
- Work closely with engineers and operators to establish the requirements for construction.
- Liaise with local authorities to obtain licenses and permits as necessary.
- Prepare reports on projects.
- Approve contractor pay requests
- Coordinate and approve change orders.
- Assure construction is in compliance with approved construction plans.
- Attend weekly staff meetings
- Attend training seminars as required or recommended
- Perform other duties as assigned

Knowledge, Skills and Abilities:

- *Technical understanding of the construction process for industrial facilities, including foundations, framing, plumbing, electrical and HVAC.*
- *Ability to read and interpret construction plans, technical specifications and details.*
- *Understanding of EJCDC contract documents.*
- *Strong organizational skills.*
- *Competence in Microsoft Office, specifically Excel and Word.*
- *Ability to:* Learn and apply department policies and procedures; make appropriate decisions in an industrial setting; adapt to change; be a member of a team; deal with conflict effectively; exhibit patience and composure in difficult situations; take initiative and follow-through on projects; report status of on-going projects to rest of staff on timely basis to ensure time lines are met and staff are informed; work independently, safely and execute judgment appropriately; communicate effectively both orally and in writing; review and analyze information and formulate logical recommendations; interact with the public and District employees in a positive and informed manner and be willing to receive corrective feedback in a positive manner. Ability and commitment to support the District leadership goals, objective and organizational needs.

Materials and Equipment Directly Used: Personal computers and printers; calculators; District vehicles; and personal safety equipment.

Physical Demands and Work Environment

The physical demands and work environment 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 job functions. Request for reasonable accommodation(s) must be made to the Pagosa Area Water and Sanitation District Human Resources Department.

Working Environment/Physical Demands: Work is performed and outside District facilities, anywhere within the customer service area, and can be very physically demanding. Physical activities include heavy lifting; walking long distances; climbing and descending stairs, ladders and steep terrain; operating district vehicles.

Environmental factors would include exposure to: weather conditions; loud noise; high humidity; odors; confined spaces; poor air quality; bio-hazardous aerosols; hazardous chemicals; rotating equipment; open tanks; electrical equipment and tripping hazards.

Interpersonal communications include contact with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.

EDUCATION, EXPERIENCE, AND FORMAL TRAINING:

- High school graduation or equivalent
- Ability to perform basic plant process control mathematical calculations
- Minimum of five years of construction experience.

This job description is not intended to be an exclusive list of all duties, responsibilities or qualifications associated with the job. Nothing in this job description restricts District's ability to assign, reassign or eliminate duties and responsibilities of the job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the District's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the District.

It is the policy of Pagosa Area Water and Sanitation District not to discriminate on the basis of race, sex, color, national origin, ancestry, citizenship, religion, age, physical or mental disability, medical condition, sexual orientation, gender identity or expression, marital status, veteran status or any other protected basis is unlawful under federal and state law.