MOBILE COUNTY PERSONNEL BOARD invites applications for the position of:

WATER AND SEWER CONSTRUCTION ENGINEERING MANAGER (MOBILE AREA WATER AND SEWER)

SALARY: See Position Description
OPENING DATE: 01/06/20
CLOSING DATE: 02/04/20 11:59 PM

GENERAL INFORMATION:
This is highly responsible administrative and professional engineering work associated with construction contract management of water and sewer infrastructure projects.

NOTICE:
Documents are not automatically attached to your JobOpps account (profile). You must select and attach required documents to every application through the attachments tab on the application screen when you are applying.

It is extremely important to provide a valid email address on your application and to monitor the email account for notifications and additional information.

As you create a JobOpps account, you will be asked for Notification Preferences (email or paper). Paper notification is not available; therefore, "email" should be selected. All notifications will be sent by email only.

To ensure that messages arrive in your inbox safely, please add @personnelboard.org and @governmentjobs.com to your Safe Sender list. If you need details on how to add email addresses to your Safe Sender list, please refer to the Help documentation of your email program, or contact your email service provider.

JURISDICTION
MOBILE AREA WATER & SEWER SYSTEM

YEARLY RATE
$86,982 - $139,054

EXAMINATION: IMPORTANT NOTICE TO APPLICANTS. READ CAREFULLY. No written or oral examination will be required. Applicants will be scored on the basis of an evaluation of their education, training, experience, and personal qualifications as outlined by the candidates' sworn statements in their application, upon corroborative evidence obtained by investigation and the applicants' responses to the job-specific Supplemental Questions. Applicants must provide all background information and supportive documents as requested on the application, supplemental questions and job posting.

REQUIREMENTS:
MINIMUM QUALIFICATION REQUIREMENTS: Attainment of a minimum of a bachelor's degree from a recognized college or university in civil, environmental, sanitary or mechanical engineering and a minimum of five years responsible engineering experience in the planning, design and/or construction management of water and wastewater facilities; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENTS: Licensure as a Professional Engineer by the State Board of Licensure for Professional Engineers and Land Surveyors in the State of Alabama; or if registered in another state, licensure must be obtained within one year of appointment. Must possess a valid driver's license from state of residence.

ESSENTIAL REQUIREMENTS OF THE WORK:

Comprehensive knowledge of water and sanitary sewer infrastructure construction means and methods.

Comprehensive knowledge of codes, ordinances and standards governing water and wastewater system construction and maintenance projects.

Through knowledge of the materials, methods, and practices of construction and accepted testing methods.

Thorough knowledge of the principles and practices of project management and administration.

Thorough knowledge of the methods and techniques of engineering plan review and analysis.

Thorough knowledge of the methods and techniques of conducting site and field inspections.

Good knowledge of the principles and practices of supervision, training and performance evaluation.

Good knowledge of the principles, methods and techniques of budget development and administration.

Ability to read and understand complex construction drawings and specifications for water and sanitary sewer infrastructure.

Ability to use survey instruments to measure grade.

Ability to plan, schedule, supervise and evaluate the activities of professional, technical, clerical and other personnel.
Ability to field inspect constructed work in place.

Ability to determine quality and quantity of work in place.

Ability to review and approve pay applications and change orders.

Ability to perform as an interactive member of a management team.

Ability to prepare and present complex, comprehensive and effective reports, both orally and in writing.

Ability to conduct efficient and effective meetings.

Ability to coordinate projects with multiple public entities and assist in acquiring associated permits.

Ability to manage multiple projects and a small group of construction inspectors.

Ability to oversee, manage, and direct the work of others.

Ability to safely operate a motor vehicle and maintain insurance eligibility requirements of the employing agency.

Ability to work in inclement weather.

Ability to perform other related work as assigned.

Ability to establish and maintain effective working relationships with lower-level staff, engineering consultants, public officials and the public.

**PHYSICAL REQUIREMENTS:**

Ability to exert physical effort in sedentary to light work, which may involve some standing, climbing, crawling, kneeling, bending, stooping, lifting, carrying, pushing, or pulling of objects and materials.

**DESCRIPTION:**

**EXAMPLES OF WORK:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Manages consulting engineers performing Construction Engineering Inspection (CEI) of water and sewer infrastructure.

Manages in-house construction inspection department by assigning and supervising work activities.
Manages annual construction and/or maintenance contracts that are bid and administered by in-house personnel.

Reviews construction plans, specifications, contract documents and schedules for engineering consultant projects.

Manages multiple concurrent construction projects.

Meets with consultant engineers and contractors to provide, receive and discuss information regarding, plans, designs, and status updates on construction projects.

Reviews site, civil, structural, mechanical, electrical and Instrumentation/Controls (I/C) drawings for projects that include, but are not limited to, water treatment plants, wastewater treatment plants, sewer pump stations, water booster stations, elevated and ground water storage tanks, sewer force mains, gravity sewer mains and laterals, water mains and services, dam and spillway, raw water transmission, and streets.

Evaluates, reconciles and approves consultant and contractor pay requests.

Evaluates change orders and other costs.

Develops cost estimates for construction projects by visiting potential building sites, determining project scope and feasibility, allocating budgets, conferring with architects and other engineering professionals, etc.

Ensures compliance with project plans and specifications by reviewing documents, inspecting work product at work sites.

Coordinates construction operations and activities with City, County and State governments as necessary.

Directs professional, technical and other employees engaged in the planning of construction and maintenance of water and sewer utility operations.

Solves complex engineering problems, and consults with superiors and subordinates accordingly.

Works with and through consultants to resolve construction problems.

Ensures project closeout documents are in order.

Reviews Gantt charts, sequence of work and critical paths.

Prepares reports, standard operating procedures, requests for proposals, requests for quotes, scopes of work, and contracts for consultant services.
Develops budgets for managed departments.

Performs field inspections of projects to monitor progress and quality of the work.

Reviews qualifications, abilities and performance of staff and develops recommendations for improvements.

Attends meetings and makes presentations to the Board, staff, public, and environmental agencies and groups regarding water and sewer construction projects and operations.

Participates in response to natural disasters by assessing and documenting facility damages.

Coordinates rebuild efforts with consulting engineers, contractors and staff.

Works standby in a MAWSS facility and performs other response services as needed.

Performs related work as required.

**IMPORTANT INFORMATION:**

**DISTINGUISHING FEATURES OF THE WORK:** An employee in this class is responsible for managing: 1) multiple water and sewer infrastructure construction projects through consulting engineers; 2) annual construction contracts inspected and administered by in-house staff; and 3) a construction inspection department. Work is performed with a high degree of independent professional judgment and discretion under the general supervision of the Water and Sewer Assistant Director. Supervision is exercised over a staff of professional, technical, clerical and other personnel.

**IMPORTANT INFORMATION FOR ALL APPLICANTS**

**NOTICE:**

Documents are not automatically attached to your JobOpps account (profile). You must select and attach required documents to every application through the attachments tab on the application screen when you are applying.

All applications must be submitted online through the Mobile County Personnel Board JobOpps site.

**Paper applications will not be accepted and will be returned.**

An email address is required for all applications. For information on obtaining an email address, visit the [FAQs link](https://www.personnelboard.org) on the Job Opportunities page at [www.personnelboard.org](http://www.personnelboard.org). The Mobile County Personnel Board does not endorse any particular provider.
Accuracy and truthfulness are of primary importance for Merit System employment and all applications are reviewed with this in mind. Errors, omissions and inaccurate information on the application will be construed as an incomplete application and will result in rejection of the application. Therefore, special attention should be given to each and every question and every attempt made to answer each correctly.

Resumes will not be accepted in place of completing the education and experience sections of the application.

**INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED**

Applications must be complete and all required or supplemental documents (college transcripts, driver's license, and/or certifications) must be attached at the time of submitting the application. See the job posting and the supplemental questions for required documents for each job posting.

If needed, computers and scanners are available in our office at 1809 Government Street, Mobile, Alabama. Our office hours are 8:00 am to 5:00 pm Monday - Friday, except for major holidays.

Only one application will be accepted per applicant per job posting. Subsequent applications submitted for the same job posting will be rejected.

**COLLEGE TRANSCRIPTS**

College transcripts, where required or otherwise to be considered, must be attached as part of completing an application. Grade reports, computer downloads of grades, and diplomas are not transcripts and will not be considered. Transcripts must be either an official or student copy issued by the educational institution. See the College Transcript Information link on the Job Opportunities page at www.personnelboard.org for additional information and requirements regarding educational transcripts.

**OPEN TO:** All who meet the requirements as set forth in the job posting and who may lawfully be appointed to a position. Applicants for sworn law enforcement positions must be U.S. citizens.

**RESIDENCE REQUIREMENTS:** Unless otherwise stated in the job posting or supplemental questions, there are no residence requirements in order to apply. Applicants must bear all expenses incurred in reporting for testing or appointment. Upon appointment, the law gives the right to each Appointing Authority (Employer) to fix any further legal requirements regarding residence.

**FINAL DATE FOR FILING APPLICATION:** The completed application should be returned as soon as possible. In the event of tied scores, Rule 8.1 dictates that ties will be
broken by the order in which applications are filed. Applications must be submitted by the final filing date and time specified on the job posting.

**VETERANS PREFERENCE:** For complete information on Veterans Preference points on an open competitive application, view the Veterans Information link on the Job Opportunities page at www.personnelboard.org.

**MEDICAL EXAMINATION:** Eligibles selected for appointment must meet the established medical and physical standards for the class of work. The medical examination must be by one of the physicians designated by the Personnel Board. Appointees must bear the cost of the examination.

The Mobile County Personnel Department reserves the right to limit the number of applicants summoned for interview. In such instances, a preliminary appraisal of qualifications, as indicated by the completed application, will be utilized as a guide in the selection of candidates to be summoned.

Aid and assistance in the examination procedure is available for the visually or otherwise disabled. Assistance may be requested by contacting the Mobile County Personnel Board at 251-470-7727.

A "Practice Test Seminar" is held in the Personnel Department Office, 1809 Government Street, Mobile, Alabama, at 9:00 a.m. on the third Wednesday of every month. The purpose of these seminars is to acquaint applicants or interested citizens with design format and procedures utilized by the department in its administration of written test selection devices. Inasmuch as testing facilities are limited, the seminars will be on a first come, first served basis, as long as space remains available.

**NOTICE:** The continuing eligibility for appointment of those who secure a place on the eligible list is subject to future changes in specifications.

GEORGE SMITH, DIRECTOR

THE AGENCIES WE SERVE ARE EQUAL OPPORTUNITY EMPLOYERS

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.personnelboard.org

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Mobile, AL 36660-1794
251 470-7727

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