

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: SPECIAL PROJECTS ADMINISTRATOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform project management work for assigned engineering projects; to provide professional and technical expertise regarding engineering projects, issues, and procurement; and to manage the operations and staff of the monitoring and surveillance program. Reports to the Assistant Manager or Manager.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Perform project management work of assigned Capital Improvement Projects or other department engineering projects; plans, designs and develops projects; performs project administration; monitors progress; ensures compliance with specifications and plans; negotiates and authorizes changes orders as needed; and prepares project related documents including engineering reports, status reports, technical instructions, and records.

Provides engineering support and guidance; researches and analyses production, processing, operational, maintenance and other technical problems; identifies problems and recommends solutions; prepares training and operational manuals; and oversees the design and implementation of civil, mechanical, and electrical engineering subsystems.

Manages the monitoring and surveillance program; administers daily operations of computerized flow metering and closes circuit television inspection services; supervises Utility Systems Monitoring Technicians; manages the computerized overflow and alarm control and data acquisition program for the District's sewage systems; prepares various data, operational and program reports; and submits reports to regulatory agencies, District management and customers.

Supervises technicians; assigns work; establishes performance expectations; provides training and employee development; enforces safe work practices; and evaluates employee performance.

Coordinates engineering projects with other District department, member towns and government agencies; communicates with operational, engineering, construction, survey and maintenance staff regarding assigned projects; serves as liaison with consultants working on District projects; confers with District officials and managers on technical matters.

Drafts specifications for construction, equipment and materials; researches available resources and assesses applicability to District needs; evaluates bids and proposed purchases, facilities, construction and equipment improvements for conformance with district standards and sound engineering practices; and prepares procurement contracts.

Assists in the preparation of budget requests; tracks fund expenditures for assigned programs and/or projects; and ensures expenditures adhere to established fund limits.

Represents the Operations department at various meetings with equipment and service vendors; provides information to engineering consultants, town and regulator agencies, and customers.

Responds to system emergencies at any time of day or night as directed.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in civil, electrical, or mechanical engineering, or a related field; supplemented by minimum five (5) years previous experience in utilities or public works engineering; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Requires licensure as a Professional Engineer from the state of Connecticut; or the ability to acquire a Connecticut Professional Engineer license by reciprocity within one year of employment.

Must have a valid driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*