

**CITY OF ATHENS**  
**JOB POSTING—INTERNAL/EXTERNAL**  
**CAPITAL IMPROVEMENT PROGRAM MANAGER**  
**UTILITIES—WATER SERVICES**

**Posting Date:** 6/13/22

**Classification:** Exempt

**Base Annual:** \$84,231.42--\$128,168.07

**Closing Date:** Open until filled

**Grade:** 24

**Base Hourly:** \$40.49/hr.--\$61.61/hr.

**JOB SUMMARY:** This position is responsible for managing all aspects of capital improvements from developing short and long term capital improvement resilience, renewal, and capacity expansion to performing project management for ongoing capital projects.

**MAJOR DUTIES:** Develops and maintains water and sewer capital master plans. Coordinates with community planning entities and department staff as well as engineering, community planning, and financial planning consultants to create and manage master capital improvement plans for water and wastewater needs. Identifies and defines staff needs and duties for the management of capital improvements planning and implementation—secures needed staff for these needs. Develops protocols, procedures and policies to support and facilitate water and sewer asset capital improvements to renew existing assets as needed and to provide for future compliance and growth in capacity as needed. Identifies and secures technology resources (current & future needs) to perform the duties and functions required for capital planning and implementation activities by staff. Reviews city master plans to anticipate growth while monitoring actual trends to develop expansion need projections. Develops and maintains formal financial funding plan for master capital improvement plans. Develops and manages or directs internal resources required for capital improvements planning and project implementation. Coordinates internal resources with engineering, community planning, and financial planning consultants to collect, analyze, and manage capital improvement planning and funding. Prepares cost-benefit analysis of improvement (renewal) and optimization projects to determine viability of capital projects. Prioritizes capital needs to most effectively allocate limited funds. Reviews capacity and condition assessment data on linear assets in water and wastewater to plan for renewal and capacity expansion needs as well; sets priorities for projects to mitigate these needs. Reviews capacity needs, condition assessments, and regulatory requirements (current and anticipated in water and wastewater treatment) to plan projects and set priorities. Incorporates and coordinates with logistics manager and consulting engineers on hydraulic models to aid in planning expansion projects. Reviews process asset needs to facilitate reliability, improve costs of operation, and meet current and future regulatory compliance needs. Oversees the planning and construction management activities associated with capital projects. Oversees, supervises, and directs Water and Wastewater Staff Engineer to ensure new development reviews are completed in a timely and accurately manner. Oversees project management engineers and construction inspectors to insure proper project design execution (QA/QC). Oversees Logistics Manager in charge of GIS and Strategic Asset Management issues, including the review, acceptance, and documentation of new development assets, capital improvements, and analytics of maintenance optimization under the asset management program for linear and process assets. Reviews and updates design specifications and construction standards as needed to ensure optimal reliability and maintainability of water and sewer infrastructure. Coordinates multiple capital improvement construction projects funded from multiple sources. Meets with public officials, planning entities, and civic organizations to explain projects and programs. Reviews and analyzes reports, budget, plans, specifications, bids, contracts, and other correspondence to ensure compliance with prescribed standards, rules, and regulations. Assesses equipment needs in order to make recommendations regarding equipment acquisitions and utilization. Performs related duties.

**MINIMUM QUALIFICATIONS:** 18 year or older. HS Diploma, GED and/or equivalent work experience. Valid AL Driver's License. BS degree in civil engineering, mechanical engineering, chemical engineering, environmental engineering or other water and wastewater design related fields. A Master of Business Administration degree is desirable. Sufficient experience usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years, including experience with financial planning associated with funding for capital plan implementation and with performing the day-to-day activities associated with capital planning.

**KNOWLEDGE REQUIRED BY THE POSITION:** Knowledge of civil engineering principles related to the design and maintenance for the flow and conveyance of water and wastewater. Knowledge of chemical and mechanical processes related to water and wastewater process treatment design and operations. Knowledge of the water and sewer design specifications and construction standards as well as associated construction implications including

costs, budgeting, contracts, and procurement methods. Knowledge of capital planning processes incorporating renewal and community growth needs. Knowledge of capital funding planning and tracking. Skill in oral and written communication.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT:** The work is typically performed while sitting at a desk or table in an office. The work does require occasional trips into the field to check on planning details, project progress/issues and execution issues as they arise. Physical strength, ability, and mobility to perform all essential job functions with or without accommodation. Must be willing to work non-standard work hours, holidays, shifts, and weekends as necessary. Must be willing to be on-call.

**City Application Required.** Apply at City of Athens Human Resources, City Hall Municipal Offices, located at 200 W. Hobbs St., Athens. Inquiries: 256-233-8737 or City website [www.athensal.us](http://www.athensal.us). *The City of Athens is an Equal Opportunity Employer and complies with all facets of the Americans with Disabilities Act. All reasonable accommodations will be considered for qualified applicants. The City is a drug-free workplace. Pre-employment drug screen and physical required. The City of Athens does not discriminate on the basis of race, color, sex, national origin, religion, age or disability in employment or the provision of services, programs, or activities.*