

JOB DESCRIPTION

Job Title: Interim Project Manager
Department: Asset Management
Reports To: Regional Director
Office Location: Adelanto, California
Years of Experience: Minimum of 5 years in supervisory position & 10 years total Water experience
Classification: Exempt
Traveled Required: Occasional
Normal Business Hrs: 7AM to 4PM, Monday through Friday
Prepared Date: Jan 19, 2024
Assigned Facility(s): Adelanto, CA Water Treatment Plant and Distribution System

Job Objective

Reporting directly to the Regional Director , the Interim Project Manager has full responsibility for the successful operation and maintenance of the assigned facility(s).

Principal Duties and Responsibilities

- Manage facility treatment and distribution system operations
- Supervise and manage operation and maintenance personnel including significant responsibility for training, performance evaluations, hiring and discipline
- Manages staff in the performance of tasks related to the maintenance, repair, installation, and construction of water treatment and distribution operations including wells, reservoirs, pumps, pump stations, pipes, valves, meters, tanks, equipment, and related control systems. Inspects the maintenance & repair of equipment for quality and compliance with applicable standards
- Manages implementation and ongoing utilization of the company Computerized Maintenance Management System (CMMS) for tracking Asset Management
- Interact with regulatory agencies and clients
- Analyze and resolve problems with process and/or equipment
- Review lab tests and interpret data
- Create and distribute client, regulatory and operating data reports
- Prepare and coordinate regulatory programs as required by permit
- Maintain compliance with regulatory permits
- Oversee and perform process adjustments to maintain treatment process compliance
- Perform other duties and participate in the operation of other PERC Water facilities on limited basis as needed
- Promote and adhere to PERC Water's written corporate Safety program
- Maintain acceptable attendance per PERC Water standards
- Communicate any problems/issues to supervisor
- All other tasks as assigned by supervisor

Knowledge, Skills and Abilities Required

1. General computer skills including good working knowledge of Microsoft Outlook, Word and Excel. Ability to learn CMMS program used on site.
2. Excellent team-working and communications skills to enable effective interaction with other PERC Water personnel, including peers. Able to establish and maintain effective working relationships with others.
3. Physical:
 - Body Positions: Standing, sitting for extended periods of time, walking.
 - Body Movements: Use of hands, eyes, ears, arms and voice. Must be able to lift, push and pull up to 40 pounds on a regular basis.
 - Must be able to climb up and down stairs and ladders and climb into process tanks and enclosures
 - Must be able to climb on, or into facility equipment and systems (Confined Space Training required).
 - Must be able to work weekends, nights or holidays as needed.
 - On call availability as scheduled
 - Must be able to travel from jobsite to jobsite within in the area
4. Mental:
 - Language ability includes reading, writing, spelling, and the ability to communicate clearly on business topics in English.

Education, Professional Credentials and Experience Required

1. Minimum of a CA Water Distribution 3 Operator Certification (D3) and a CA Water Treatment 2 (T2) required
2. Prior management or supervisory experience required
3. Minimum 10 years previous experience in water resource operations
4. Valid driver's license issued by state of primary facility assignment
5. Valid high school diploma or equivalent, College degree a plus but not required

Work Conditions

Water Treatment Facility & Distribution System (indoor and outdoor)

Reporting Relationships

The following positions may provide functional support to the Water Superintendent:

Corporate Vice Presidents
Technical Services / Safety / Area Operations Managers
Company Directors
Lead Operators
Grade I - IV Operators / OIT's
Administrative Assistant

ACKNOWLEDGMENTS

I understand that this job description does not list all of the duties of my job. I am aware that I may be asked by my supervisors to perform additional duties or follow additional instructions. I understand that I will be evaluated in part based on my performance of the tasks listed in this job description. I have reviewed and understand the above job description. I understand the Company has the right to change this job description at any time. I also understand I am an at-will employee and that this job description is not an employment contract.

_____	_____	_____
Name (Printed)	Signature	Date
_____	_____	
Supervisor	Date	