

**SENIOR REAL PROPERTY & PROJECT MANAGER**

Salary Range: 378

FLSA Status: Exempt

Representation: Professional Unit

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**Description**

Under the general direction of the Director of Engineering performs project management functions for high profile projects and provides highly responsible and complex administrative support to the Director of Engineering. Projects include pipeline construction, water treatment plant construction and public facilities construction. Also performs specialized duties in real estate and right-of-way administration, including negotiation, acquisition, appraisal and management of land rights for District facilities and programs, coordinates the activities of contract consultants engaged in property related services, and may perform routine engineering office work. Capabilities include scheduling, financial modeling, financial analysis, financial accounting, negotiating contracts, trouble shooting and problem solving.

The incumbent shall coordinate and manage project deliveries for the Engineering Department in coordination with construction being completed by the Operations Department, or outside contractors.

The incumbent is expected to develop methods and procedures and to solve problems encountered, using professional judgement and the application of precedent, except where deviations from established policy are required.

Completes other duties as assigned.

**Examples of Duties:** (may include but are not limited to)

- Supervises and participates in the work involved in forward planning, scheduling, budgeting, environmental certification, right of way acquisition, design, permitting and construction of pipeline construction, water treatment plant construction and public facilities.
- Coordinates the implementation of public-sector projects with District departments and Work Groups, Other Governmental Agencies, Utility Companies and Private Stakeholders.
- Develops programs to track operational compliance with all local, state, and federal laws and regulation including environmental, historic preservation, air emission and other applicable regulations.

- Develops and implements a Master Program Schedule and individual Project Schedules. Monitor and manage the projects such that they meet their completion goals.
- Develops and implements new processes to streamline the project development process to make certain that project schedule timelines remain within acceptable limits.
- Develop, revise, and coordinate a plan for ensuring property rights are acquired and retained within the time frames required by the District projects and programs.
- Coordinates and provides advice on matters involving planning, infrastructure improvements, inspection, engineering etc.
- Analyzes technical and policy issues, responds to inquiries, prepares, and presents reports and recommendations before the Board of Directors, governmental officials, public and private agencies, the public and other stakeholders.
- Implements “principles and practices” of project management and administration techniques. Including methods and techniques of contract negotiations and administration, budget preparation and control, plan review and analysis and conducting site and field investigation.
- Implements state of art records keeping, business letter writing, report preparation.
- Implements and leads meetings including preparing meeting agendas, meeting scheduling, minute preparation, PowerPoint presentations and leading the meeting by focusing on resolving key issues in a time efficient fashion.
- Office procedures include daily utilization of software applications such as Office 365, word processing, spreadsheets, databases, scheduling, financial tracking, etc.
- Assist the General Manager in establishing and implementing organizational policies and procedures for department operations; monitor effectiveness of policies and procedures and make revisions or recommendations for improvement as appropriate.
- Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determine appropriate actions for improvement; advise General Manager on findings and methods of effective solutions; prepare written reports and make presentations to various District groups and officials.
- Coordinate audits related to departmental or program operation and services; explain procedures to auditors and serve as reference for questions.
- Participate in the selection of professional, paraprofessional, technical, and clerical personnel; establish work standards; supervise, train, and evaluate personnel.
- Meets with outside agencies and regulatory agencies and the public stakeholders regarding District projects.
- Prepares complex engineering studies and reports; coordinates projects with other District departments, outside agencies, consultants, and developers; prepares District master plans.
- Manages the selection of outside consultants; oversees the bid, proposal, and purchase

recommendation process for projects; solicits proposals; reviews proposals; selects consultants; establishes schedule and performance criteria.

- Negotiates and completes various contracts developed for consultants and other outside service providers.
- Works with consultants on project planning, preparation, scheduling, and execution of contracts; ensures work is completed on time and in conformance with plans and specifications.
- Monitors and reviews consultants working on assigned construction projects, reviews status reports from consultants.
- Reviews project documents such as plans, specifications, studies, and estimates.
- Responds to questions and inquiries from the public, developers, contractors, engineering professionals, and City staff regarding projects.
- Review narrative appraisal reports and title reports.
- Provide real property, boundary and District information and services to District departments, developers and consulting engineers.
- Prepare grant deeds and other required documentation for conveyance of District property rights to others in the form of fee title, easements, license agreements, joint use agreements, etc.
- Prepare and maintain an inventory and database of District property to facilitate management and control of assets.
- Confirms location of District boundaries, property lines and topography in relation to planned projects; meet with current and prospective landowners and the general public to answer questions on boundary and real property matters and discuss projects; prepare reports.
- Prepare Initial Studies and Negative Declarations for compliance with CEQA. Prepare packages for submission to the District Board of Directors and Solano LAFCO for modifications of the District's boundary.
- Prepare and modify standard agreements under direction of legal council and management. Obtain signatures and record executed documents.
- Performs related duties as required.

### **Employment Standards**

#### **Knowledge of:**

- Although it is helpful in the incumbent has prior experience managing technically difficult and complex professional engineering tasks associated with the planning, permitting, design, construction, it is not a requirement as these experiences can be gained on the job.
- Principles and practices of project management and finance, accounting.

- Advanced principles and practices of project management including budget development and monitoring.
- Pertinent local, State and Federal rules, regulations, and laws.
- Applicable safety precautions and procedures.
- Common public relations courtesies, practices, and techniques.
- Principles, methods and techniques of drafting and surveying.
- Materials, methods, equipment, and tools used in the construction, maintenance, repair, operation and connection of water distribution and treatment and irrigation facilities.
- Modern and complex principles and practices of real property acquisition, management and disposal.
- Principles and practices of right-of-way, condemnation and other public agency real property matters.
- Procedures and instruments of real estate law and land ownership transactions.
- Methods and techniques of effective negotiation.
- Methods and techniques used in the preparation of legal descriptions of property, appraisals, agreements, contracts and other property related documents.

**Ability to:**

- Plan, organize, direct, coordinate, and evaluate assigned high profile projects.
- Work collaboratively with internal inter-departmental staff, property owners, tenant farmers, partner agencies, contractors, Board of Directors Members, and City Staff to achieve desired goals.
- Review, interpret, and analyze plans, drawings, specifications, contract documents, bid documents, and reports for conformance to professional standards, contract obligations and approved budgets.
- Respond to questions and inquiries from a variety of sources regarding projects. Interpret and explain projects to the business community and the public.
- Ensure compliance with applicable rules, regulations, and codes. Inspect projects for conformance with plans and specifications.
- Interpret and apply pertinent federal, state, and local laws, codes, and regulations.
- Prepare clear and concise reports.
- Perform and supervise complex real property transactions and administrative processes.
- Interpret and explain District property acquisition and management policies and procedures.
- Negotiate equitable real estate contract terms and conditions.
- Negotiate real estate transactions.

- Work cooperatively with other departments, City officials, and outside agencies.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Act and behave professionally.
- Complete assignments in a timely manner.

### **Training and Experience**

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

A typical qualifying entrance background is graduation from an accredited college or university with a bachelor’s degree in finance, accounting, project management, construction management, industrial technology, public administration, or a closely related field; and, 5 years of increasingly responsible real property acquisition or management experience,.

### **Licenses and Certification**

Possession of a valid and appropriate California Driver License with a satisfactory driving record to maintain insurability.

### **Physical Demands**

Work is generally performed in an office setting. Pressures may be generated by deadlines, volume of work, frequent interruptions, or seasonal work periods.

- Sitting: Remains in a seated position for up to 8 hours per day. Rides in District vehicles over rough terrain.
- Standing: Stands for up to 8 hours per day.
- Hands/Arms: Operates vehicles, equipment, and hand tools. Operates computer for up to 8 hours a day. Seizes, holds, or works with hands.
- Lifting: Raises (above head) and lowers (below knees) objects up to 25 pounds.
- Stooping: Bends body downward and forward by bending at the knees or waist.
- Talking: Expresses ideas and shares information by means of spoken word in person, by radio and by telephone.
- Hearing: Hears well enough to receive communication in person, by radio and by telephone, as well as for safety in and around construction sites. May work in conditions with intermittent noise.
- Vision: Reads written and/or video messages for up to 8 hours per day. Operate vehicles and office equipment.

