



## Job Description

**Job Title:** Project Manager/Estimator – Civil Division (Water & Wastewater Treatment Systems)

**Department:** Civil Division

**Reports To:** Vice President of Civil Division

**FLSA Status:** Exempt

**Prepared Date:** 5/13/2026

### **Position Description:**

The Project Manager/Estimator for Water & Wastewater Systems is responsible for leading the planning, estimating, and execution of construction projects focused on water and wastewater treatment facilities. This role blends civil construction management with technical estimating and requires a strong understanding of environmental infrastructure, public utility systems, and regulatory compliance. The ideal candidate has direct experience with treatment plant construction, pump stations, pipelines, and associated structural and mechanical systems.

**Essential Job Functions** may include the following or other duties as assigned:

#### Project Management

- Lead end-to-end delivery of projects related to water and wastewater treatment plants, pump stations, pipelines, tanks, clarifiers, filtration systems, and chemical feed facilities.
- Coordinate civil, mechanical, and electrical scopes of work to ensure seamless construction workflows.
- Manage project schedules, milestones, and cost controls while ensuring field execution aligns with plans and specifications.
- Conduct regular job site visits and oversee construction quality, safety, and progress.
- Collaborate with engineers, owners, subcontractors, and inspectors throughout the project lifecycle.

#### Estimating & Bidding

- Analyze plans, specs, and bid documents for treatment plant projects to develop accurate cost estimates.
- Prepare quantity takeoffs for earthwork, piping, concrete, process equipment, electrical and controls, and instrumentation.
- Solicit and review vendor/subcontractor quotes, ensuring alignment with project requirements and bid scope.
- Compile bid proposals and support value engineering exercises to enhance constructability and reduce cost.
- Maintain unit pricing databases for treatment plant construction components.



#### Regulatory & Compliance Oversight

- Ensure adherence to applicable environmental and public health standards, including those from EPA, OSHA, SWRCB, and municipal agencies.
- Understand and implement project-specific requirements tied to NPDES permits, confined space entry, trench safety, and process containment.

#### Client & Stakeholder Engagement

- Serve as the primary point of contact for owners, municipalities, utilities, and consultants.
- Represent the company in preconstruction meetings, OAC meetings, and commissioning coordination efforts.
- Address field change conditions and collaborate on solutions that minimize impact to scope, schedule, and cost.

#### Reporting & Documentation

- Maintain comprehensive documentation, including submittals, RFIs, meeting minutes, schedules, and progress photos.
- Prepare and submit change orders, pay applications, and as-built drawings.
- Track performance metrics and cost data for project closeout and post-project evaluation.

### **Requirements/Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Construction Management, Civil Engineering, or related field preferred.
- 5+ years of experience managing or estimating water and/or wastewater infrastructure projects.
- Strong knowledge of treatment processes, piping systems, concrete structures, and heavy equipment planning.
- Experience with public works bidding practices and compliance documentation.
- Proficient with estimating software (e.g., HCSS, HeavyBid, or similar) and scheduling tools (e.g., MS Project).
- Ability to read and interpret civil drawings, grading plans, and utility diagrams.
- Exceptional organizational, leadership, and communication skills.
- Familiarity with DOT, municipal, or infrastructure contracts is a plus.

#### **Preferred:**

- Experience with Design-Bid-Build and Design-Build delivery models.



- Familiarity with SWPPP, confined space entry programs, and QA/QC procedures for treatment systems.
- Licensed P.E. in California (or ability to obtain) is a plus.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift and/or move up to 50 pounds.
- Frequent standing, walking, and climbing on active jobsites at times.
- Occasional travel to project sites across the region, with field presence expected during key project phases.

### **Work Environment**

This role includes both office-based estimating and field-based project management. Time will be split between bid preparation, meetings, and on-site oversight. Occasional overtime or travel may be required. Exposure to water and wastewater process environments, construction equipment, and jobsite hazards.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

Disclaimer: Although the Company has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of the Company, at any time, with or without advance notice.

Acknowledgement: Employee signature below indicates understanding of the requirements, essential functions and duties of the position.

Name:

Signature:

Date: