

Job Description
Job Title: Director of Engineering and Construction

THE YORK WATER COMPANY
Job Description

JOB TITLE: Project Manager – Engineering Department

EXEMPT: Yes
DIVISION: G & A
LOCATION: Distribution Center
REPORTS TO: Director of Engineering and
Construction

JOB CODE:
DEPARTMENT: Engineering

PREPARED BY: VP of Engineering
APPROVED BY: CEO

DATE: Feb. 2025

SUMMARY: As Engineering Project Manager, you will provide project management, program management, and similar functions for capital facilities and projects. You will serve as a liaison between the engineering team, stakeholders, and The York Water Company.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Project and Relationship Management:

1. Oversees the planning, design, permitting, and construction of various capital projects.
2. Defines project scope, sets goals, creates detailed project plans, establishes timelines, and allocates resources for the project.
3. Manages and ensures adherence to project budget and scope, including identifying cost variances and after consultation with the Director of Engineering and Construction, taking corrective action to stay within budget constraints.
4. Manages the project timeline, including setting deadlines, tracking the project's progress, identifying potential issues, and taking necessary actions to address delays and potential roadblocks.
5. Identifies potential project risks, develops mitigation strategies, and proactively manages risks through the project life cycle.
6. Cultivates positive relationships with customers, consultants, contractors, and suppliers understand their needs, address concerns, and maintain strong relationships.
7. Manages consultants, suppliers, and contractors engaged in Company projects.
8. Coordinates with various regulatory agencies, including the Pennsylvania Department of Transportation, for efficient utility management.
9. Coordinates with accounting personnel to ensure that accurate financial records are maintained for projects.
10. Regularly communicates project status updates to key stakeholder, including

Job Description
Job Title: Director of Engineering and Construction

contractors, executives, and team members, ensuring alignment and addressing concerns.

11. Evaluates and assesses how well the project performed at the conclusion of the project.

General:

12. Prepares reports, permit applications, and similar documents related to the projects of the Department of Engineering and Construction.
13. Ensures that accurate data is collected and incorporated into the Company's information systems for all completed projects.
14. Remains current regarding regulations, laws, standards, practices, technologies, and trends pertaining to the operations of the Company, and ensures that projects comply.
15. Maintains a knowledge of York Water's Tariff and applicable PUC and other agency regulations, policies, and programs that impact engineering and construction functional areas.
16. Uses sound judgment based on project management principles and analysis in preparing and performing the duties of assigned tasks.
17. Collaborates and innovates department processes, policies, and procedures.
18. Consistently demonstrates positive and professional behavior with all individuals.
19. Performs other duties, special projects, and reporting as requested by the Director of Engineering and Construction.
20. Supervising Department staff in accordance with the organization's policies and applicable laws and regulations may be required.

Supervisory On-Call Rotation:

21. Performs work functions as a supervisor as part of the Operations Department's supervisory on-call rotation.
22. Carries out supervisory responsibilities in accordance with the organization's policies, the governing union contract, and applicable laws and regulations.

QUALIFICATIONS and REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

- A Bachelor of Science (B.S.) in Engineering, Construction Management, Project Management or a related discipline from an accredited educational institution.
- A minimum of four (4) years related experience in the water and/or wastewater industry.
- An equivalent combination of education and experience may be accepted.

CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid PA driver's license is required.
- A valid PA Water and/or Wastewater Operators License is required or has the ability to obtain the license within one year of hire.
- A valid Project Management Professional Certification is preferred.
- Successful completion of the PA Fundamentals of Engineering exam or Professional

Job Description
Job Title: Director of Engineering and Construction

Engineering licensure is desirable but not required.

OTHER SKILLS:

- In-depth knowledge of project management strategies, best practices, and technologies.
- Strong project management skills with the ability to prioritize and manage multiple initiatives simultaneously.
- Analytical mindset with the ability to leverage data to drive decision-making and continuous improvement.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.).
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Excellent presentation, communication, interpersonal, and written and verbal skills.
- Ability to develop and maintain collaborative and professional relationships both internally and externally.
- Proficiency with AutoCAD software, Microsoft Office products, GIS software, GPS hardware / software is desirable.

PHYSICAL DEMANDS:

- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand, climb, balance, and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to work under stress and work additional hours to meet deadlines and the requirements of the position during emergency situations.

WORK ENVIRONMENT:

- While performing the duties of this job, the employee occasionally works in outside

Job Description
Job Title: Director of Engineering and Construction

weather conditions. The employee occasionally works near moving mechanical parts.

- The noise level in the work environment is usually moderate but occasionally loud.