



Envirolink, Inc.
POSITION DESCRIPTION
 Capital Projects Manager

DATE:	December 20, 2018
POSITION TITLE	Capital Projects Manager
GRADE LEVEL	075
To be evaluated By Officer	The responsibilities of this position will involve access to information that may be considered confidential, private and sensitive. Therefore, the individual filling this position will be required to both allow and pass a background check.
REPORTS TO	COO

GENERAL FUNCTION (<70 Words):

The Capital Projects Manager position is accountable for overseeing construction projects for company clients, to include the production of project budgets, management of project budgets, and management of the design, permitting, and construction process. The Capital Project Manager is responsible for working with clients and operation personnel to develop (1) one, (5) five and (10) ten year capital budgets, as well as maintaining and updating company & client construction standards. Additional responsibilities include supporting local, state and federal regulatory matters to include EPA, State Environmental Agencies and public utility commissions. Maintenance of an adequate system of engineering and construction records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported capital financial results.

PRINCIPAL ACCOUNTABILITIES:

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Accountability Description	% of time spent
Manage capital projects on behalf of clients within budget & schedule constraints	30%
Oversee and administer construction management activities	15%
Develop annual & long term capital budgets on behalf of clients	5%
Provide technical assistance support to operations	5%
Analyze operations to ensure optimization. Evaluate potential for reducing operational cost through prudent capital investments.	5%
Prepare preliminary project specific budgets & schedules for capital projects for clients and in support of business development activities	10%
Record maintenance related to engineering and construction activities	5%
Regulatory agency support	5%
Conduct due diligence with a focus on capital requirements for potential acquisitions	5%
Function as a subject matter expert in the field of Asset Management & Capital Planning to the benefit of the company & clients	10%
Develop, implement & oversee company procedures	5%
Other job duties as assigned	



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KNOWLEDGE, SKILLS AND ABILITIES:

- Key attributes to a successful Envirolink employee are:
 - Proactive approach to duties & responsibilities with an emphasis planning & providing the best possible outcome for clients & company;
 - Ability to independently make sound decisions with emphasis on First Principals and Root Analysis;
 - Assertively helpful to clients, peers and others;
 - Assertively friendly to clients, customers, peers and others;
 - Ability to drive projects to completion regardless of barriers;
 - Ability to communicate with clients & field staff in a collaborative team oriented manner;
 - Ability to work in a change environment;

BUDGETARY RESPONSIBILITIES:

The person is the primary person responsible for managing capital projects and schedules for all capital investments for the company and its clients.

MINIMUM POSITION QUALIFICATIONS:

- Bachelor's Degree in Civil, Environmental or Biological Engineering discipline;
- Five (5) years in the water, wastewater and/or public works industry;
- Excellent communication skills required including demonstrated fluency with reading, writing and speaking the English language;
- Excellent analytical skills;
- Must possess and maintain a valid Driver's License;
- US Citizen. E-verification required;
- No felonies or major misdemeanors;
- Envirolink, Inc. is a drug-free work place. Initial and random drug testing is required.
- Successful candidate must submit to post offer, pre-employment physical examination/medical history check;
- Must pass a pre-employment criminal background check;
- CPR and First Aid certification must be obtained within 12 months of date of hire.

May include but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.

NOTE: Reasonable accommodations will be made to enable individuals with special needs to perform the essential functions.