Water Research Project Manager

Category: Exempt
Pay Grade: E23
Job Code: 17566

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
Performs work identifying emerging areas of research applicable to water and wastewater treatment and water quality in environmental and distribution systems; plans, coordinates, and implements water research projects with engineering consults and research teams at Universities, the CDC, and the EPA, to increase knowledge of water quality; conducts research studies and analysis; develops a variety of reports, including articles for scientific publication, and recommendations based on research findings which have significant implications on Utilities operations and costs; represents Pinellas County Utilities in scientific forums and with research partners.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
• Interacts with water industry and water research professionals and academics to identify promising areas of for research inquiry;
• Evaluates and makes recommendations on the technological relevance and potential benefits of proposed research projects;
• Collaborates with research teams and/or engineering consultants to plan, coordinate, and implement water research projects including preparation of project budget;
• Develops effective working relationships with water research teams, Project Managers in research funding organizations, as well as in-house employees at all levels;
• Compiles, reviews, analyzes, and interprets data;
• Prepares and presents complex technical reports, articles, and seminars for state, national, and International Conferences;
• Acts as a technical resource for department management and staff;
• Authors or assists research teams with authoring technical reports and peer reviewed scientific journal articles;
• Participates on Project Advisory Committees (PAC) and Technical Advisory Committees (TAC) reviewing project periodic and final reports with water related State and National organizations;
• Performs beta testing of new products, laboratory equipment, or methods for improving water analysis;
• Coordinates sample collection for multiple projects, analyzes data gathered, and reports findings;
• Performs other related job duties as assigned.

QUALIFICATIONS
Education and Experience:
Eight (8) years of increasingly responsible experience in water quality research, water, and wastewater treatment process development and related environmental analysis, with at least five (5) years of experience in research study design and implementation of research projects; or a Master’s degree from an accredited college or university in microbiology (epidemiology and/or genetics), chemistry (biochemistry), biology, or
environmental engineering with an emphasis in environmental analysis or a closely related program of study; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):
- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:
- Knowledge of advanced research theory and principles applicable to the use of complex chemical, bacteriological, and physical processes in the treatment and testing of water;
- Knowledge of theories and practices of organic and inorganic chemistry as applied to the treatment and testing of water and wastewater;
- Knowledge of local, state, and federal laws and regulations pertaining to the production and treatment of potable and wastewater, including the Safe Drinking Water Act, the Clean Water Act, and relevant EPA and Public Health regulations;
- Knowledge of laboratory analysis procedures;
- Knowledge of trends and developments in water treatment science, technologies, and operations;
- Knowledge of project management principles, practices, and procedures;
- Knowledge of safe work practices and safety equipment related to work, particularly with regard to chemical handling and exposure.
- Ability to balance multiple projects and commitments to meet critical deadlines;
- Ability to present ideas and recommendations clearly and persuasively to diverse technical and non-technical audiences, including state and national seminars and conferences;
- Ability to prepare clear, concise, comprehensive, and accurate reports and other written materials on complex issues;
- Ability to establish and maintain highly effective working relationships with fellow employees, research teams, regulators, consultants, industry representatives, officials, and the general public;
- Ability to operate, maintain, and calibrate laboratory and field equipment and instructs subordinates in their use;
- Ability to carry on independent research in the chemistry, biology, and bacteriology of potable water supplies and wastewater treatment and disposal processes;
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to communicate information and to use MS Office applications (MS Project, Word, PowerPoint, Excel, Outlook, and other applicable computer programs);
- Ability to exercise independent judgment and initiative, and availability to work flexible hours.

PHYSICAL/MENTAL DEMANDS
The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
• Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
• Standing: Particularly for sustained periods of time.
• Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS
Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.