

Title: Senior Project Manager

Department: Transmission

SUMMARY

The role of the Senior Project Manager involves managing, directing and overseeing all aspects of the construction, maintenance, repair and removal of high voltage transmission lines and related projects valued at \$50M or more. This leadership role is responsible for managing project resources, ensuring safety programs are implemented and maintained, ensuring scheduled timelines and budgets are met, ensuring the work is undertaken in a quality manner and consistent with the contract documents and establishing professional relationships internally and externally with subcontractor and client representatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be accountable and responsible for all aspects of a major project(s) from project award through to completion and closeout.
- Develop, manage and report on project budgets including controlling project revenue and costs and maintaining and tracking payables and receivables.
- Develop, manage and report on project schedules.
- Develop and actively manage work production metrics comparing "as bid" to "actuals" in a weekly report that includes forecasted production metrics for work completion.
- Develop, manage and report on project resource plans for labor and equipment.
- Provide management support and oversight to project Safety, Environment and Quality functions.
- Provide management support and oversight to subcontractor management.
- Provide management support for the procurement of all necessary items under the project scope, including subcontractors and consultants where necessary and (permanent and temporary) material.
- Provide management support to the project fleet function, including overall management of owned and leased assets, as well as tools and equipment.
- Serve as the primary point of contact with clients regarding project coordination, execution, strategic planning, scope management, design issues, budget finances, subcontracting and other related items.
- Develop and implement project policies and procedures, establish project control systems and implement project execution plans.
- Collaborate with the Project Construction Manager for the execution of construction activities.
- Involved in the identification, evaluation and hiring of Key Project Personnel.
- Work with the project team to confirm deliverables and services are being provided to the client's satisfaction.
- Cultivate and promote positive working relationships with internal project teams including site supervisors and subcontractor representatives.
- Oversight and management of the project(s) risk profile, including weekly monitoring and mitigation strategy, with monthly reporting to senior management.
- Resolve operational issues and implement interventions to minimize delays and escalate to management as needed.
- Manage compliance with the approved contract documents.
- Manage and report on Change Order management.

Other duties may be assigned consistently with job description.

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Experience leading large scale transmission line projects valued at \$50M or more;
- Highly organized, fast learner and able to follow instructions;
- Demonstrated leadership skills with the ability to take-on additional short and mid-term responsibilities;
- Highly knowledgeable of transmission line maintenance and construction means and methods;
- Experience with AEP
- Excellent leadership and interpersonal skills;
- Excellent communication skills, both verbal and written;
- Strong analytical and problem-solving skills;
- Able to be on site regularly;
- Valid Driver's License is required, as this position requires driving and site visits;
- Ability to travel to and work at project locations



EDUCATION, EXPERIENCE, AND CREDENTIALS:

- *The requirements listed are representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required.*
Relevant University Degree with 10 plus years of industry related experience; or
- Project Management Professional (PMP) designation or professional experience equivalency;
- High Proficiency with computer applications, including Microsoft Office suite, and computer-based scheduling and tracking software such as Primavera P6, MS Project an asset;
- Previous experience in the Transmission and Distribution Utility Industry required;
- Previous experience of 69kV to 500kV transmission lines an asset;
- Previous experience in a unionized environment as an asset;
- Direct experience leading and managing a team of 25 plus employees;
- Direct experience leading and managing construction projects with value greater than \$10 million.

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.

WORK ENVIRONMENT

The work environment characteristics 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

Site location will be dependent on the project location and will change from project to project.

- Office will be located at a construction site office and significant time on the actual construction site (field work) required.
- Fast-paced, tight deadlines and high work volume;
- Extended work hours per day and work shifts as project requirements dictate.