

JOB DESCRIPTION

Job Title: Project Manager Position Number: _____

Incumbent: VACANT Effective Date: August 2023

Employment Status: Permanent Bargaining Unit: _____ Yes ☐ No ☒

Supervisor's Title: Director, Capital Projects Department: Eng Services

SUMMARY

Under the supervision of the Director, Capital Projects, the Project Manager is responsible to provide project management services to enable the safe and successful execution of capital projects from conception to completion. This includes the coordination, implementation and completion of assigned projects relating to new, refurbishment or replacement of the Corporations Utility assets. The successful candidate will have comprehensive knowledge of project life-cycle delivery, from proposal development, through design, estimating, bid phase, contracts and construction, commissioning, and closeout activities. The incumbent will have understanding of financial metrics and process of tracking scope, schedule, and budget progress of each project under their supervision. They will also have strong understanding of project risk and the incorporation of risk based contingencies and risk tracking through the project life-cycle. The position works closely with Engineering, Operations and Procurement staff to achieve project objectives.

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1. Ensures compliance with federal, territorial, and local electrical and safety codes and standards and adheres to the Corporation's high safety standards and follows all policies, procedures and guidelines.
2. Support the evolution of the YEC Project Management Office Structure.
3. Manages numerous projects of considerable size, diversity, complexity and risk
4. Organizes and support multi-discipline teams in the execution of Transmission & Power Production utility, and infrastructure-based projects
5. Identify and manage project risks
6. Develops project plans, including scope, budget, schedule and project team responsibilities in order to accomplish project objectives
7. Manages assigned projects, ensuring effective teamwork and communication, and the highest standards of work quality
8. Manage scope, budget, schedule, and quality Assurance/Control of assigned capital projects
9. Authorize commitments of expenditure on the project and approve payment of invoices
10. Reviews work in progress and assesses completed work for accuracy, required results and quality assurance

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11. Ensures that project expenditures are controlled and maintained
12. Support the procurement of services with adherence to YECs procurement policies and procedures
13. Provides leadership, guidance and oversight to the Project Coordinator
14. Acts as a liaison, ensuring that internal and external resources with appropriate skill sets are provided, establishes commercial arrangements with consultants and contractors as required, assigns work and provides instructions, advice and technical leadership and guidance to project staff
15. Assist in Development of the Annual Capital program
16. Other related duties as assigned

WORKING CONDITIONS

The work environment is split between outdoor and indoor office work. The outdoor work will expose the incumbent to Arctic climate weather at various northern remote locations. Extended travel throughout the Yukon may be expected at times, up to 30% at times.

EDUCATION

- A 4-year University degree in Engineering (Civil will be considered an asset) or Other professional qualifications will be considered with relevant experience.
- Health, Safety / Environmental certification an asset
- Project Management Professional (PMP) designation and/or Professional Engineering (P.Eng) designation is an asset

KNOWLEDGE, SKILLS, EXPERIENCE

- Health, Safety and Environmental expert as it pertains to an utility environment
- Knowledge of a Crown Corporation Utility operation
- 5+ years of working experience as a Project Manager on power related projects an asset
- Working experience in principles and practices of utility engineering as applied to design and construction of projects is preferred
- Demonstrated knowledge of the Project Management Institutes (PMI) body of knowledge including experience with executing the 5 process groups
- Experience with industry related scheduling systems, including Smartsheet, Microsoft Project, Primavera.
- Experience in the use of MS Office suite including Word, Excel, PowerPoint
- Experience in developing project execution plans and budgets
- Demonstrated experience in procurement procedures including:
 - Contract drafting / review;
 - Preparation and administration of a variety of competitive bidding instruments (RFI, RFP, ITT, RFQ etc.)
 - Competitive bid evaluations

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GENERAL COMPETENCIES

- Excellent leadership ability and team building skills
- Excellent planning, organizational, and problem solving skills
- Excellent negotiation and interpersonal skills
- Effective communication, organization and presentation skills
- Requires excellent oral and written skills for communication with a wide variety of internal and external stakeholders
- Familiarity with utility-scale solar and/or wind energy projects
- Understanding of how storage systems can be utilized in electricity systems
- Familiarity with contractual terms and experience managing contracts
- Customer service oriented