

JOB DESCRIPTION

Job Title: Project Manager

Supervisor's Title: Project Manager

Department: Engineering Services

SUMMARY

Under the supervision of the Capital Program Manager, the Project Manager, in accordance with YEC policies and procedures, 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 the refurbishment or replacement of the Corporations Utility assets. The position works closely with Engineering, Operations and Procurement staff to achieve project objectives.

DESCRIPTION

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 Managed System
3. Manages numerous Generation and/or Transmission projects of considerable size, diversity, complexity and risk
4. Identify and manage project risks
5. Develops project plans, including scope, budget, schedule and project team responsibilities in order to accomplish project objectives
6. Manages assigned projects, ensuring effective teamwork and communication, and the highest standards of work quality
7. Manage scope control of projects
8. Authorize commitments of expenditure on the project and approve payment of invoices
9. Reviews work in progress and assesses completed work for accuracy, required results and quality assurance
10. Ensures that project expenditures are controlled and maintained
11. Support the procurement of services with adherence to YECs procurement policies and procedures
12. Ensure 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
13. Development of the Annual, five , ten and twenty year Capital program
14. Other related duties as assigned

WORKING CONDITIONS

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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.

EDUCATION

- A University degree in Engineering. Other professional qualifications will be considered with relevant experience
- Health, Safety / Environmental certification an asset
- Project Management Professional (PMP) designation an asset

KNOWLEDGE, SKILLS, EXPERIENCE

- Health, Safety and Environmental expert as it pertains to an utility environment
- Knowledge of a Crown Corporation Utility operation
- 7+ years of working experience as a Project Manager on power related projects
- 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
- 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
- Customer service oriented

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