



CLASSIFICATION TITLE: Energy Services Project Manager	JOB NUMBER: 7186	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Electrical Systems Manager	PAY GRADE: 21	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs intermediate skilled technical work planning, organizing and coordinating major electric utility projects, and related work as apparent or assigned. Work is performed under the moderate supervision of the Electrical Systems Manager or designee ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Coordinates and directs the activities of various Energy Services Department (RES) project teams including but not limited to capital improvement project crews made up of engineering division and field operations staff.
- Develops and maintains the project controls systems, procedures, and documents used for project management (PM) of major RES projects; provides subject matter input related to RES employee training in PM and the use of project control tools.
- Controls and monitors budget performance for assigned major projects, ensuring fiscal responsibility and cost effectiveness; compiles and evaluates financial information to ensure the cost effectiveness of project; prepares various reports and supporting documentation; coordinates with architects, engineers, field operations staff, contractors, etc. to ensure project cost effectiveness.

- Administers construction contracts for outside services pertaining to construction maintenance and operation of the electric utility systems and infrastructure; oversees the monitoring and inspection of contractor's daily activities, monitors contract expenses, prepares and maintains records and reports.
- Develops and oversees the processes and procedures used to ensure accurate as-built records are produced and maintained.
- Coordinates the interface between engineering and field operations teams related to project design interpretations, proposed field engineering changes; development, maintenance, and application of engineering design standards.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Safety standards and best practices of electric utility operations.
- Hazardous conditions of assigned work environment.
- Municipal management principles and practices.
- Electric utility management principles and practices.
- Federal Energy Regulatory Commission (FERC) general governance, reliability and accounting practices.
- BARS accounting system.
- Project management principles including detailed understanding of best practices in the effective use of project controls (scope, schedule, estimates) and project reporting.
- Procedures, requirements and standards involved in the construction, maintenance, repair and operation of electrical distribution systems.
- Administrative principles and practices including but not limited to: supervision of staff; program development, implementation and evaluation; modern office methods, procedures, and equipment; budget development and administration; record – keeping procedures and techniques; public speaking techniques; and effective writing skills including technical writing principles.
- Public record-management principles, procedures, and techniques.
- Principles of leadership, training, and providing work direction.
- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Wide variety of technical aspects of electric utility finance, planning, design, maintenance and operations.
- City and Department operations, policies and objectives.
- Advanced word processing, spreadsheet and desktop publishing software used by the City.

Skills and abilities to:

- Develop, organize, plan, perform, lead and train in a complex and diverse technical environment,
- Administer RES' matrix business model of work development and performance.
- Direct and coordinate a variety of targeted work teams.
- Engage with division managers to effectively receive and implement delegated responsibilities including supervision of assigned temporary staff.
- Direct and coordinate various construction project activities.
- Compile, evaluate and communicate to diverse audiences a wide variety of technical, financial and logistical information for use in cost effective completion of major utility tasks and projects.
- Negotiate complex technical and relational conflicts to successful resolution.
- Work independently with little or no direction, set priorities and meet critical time deadlines.
- Provide work direction to diverse teams of engineering and field operations staff.
- Interpret and integrate complex regulatory standards to adapt to electric utility standards and practices.
- Plan, prioritize and schedule work.
- Develop and administer complex budgets.
- Comprehend, explain and apply standard construction specifications and drawings.
- Communicate effectively both orally and in writing.
- Operate modern office equipment including personal computer using standard or customized software application programs appropriate to assigned tasks.
- Prepare reports for a diversity of audiences.
- Collaborate effectively with a wide variety of diverse audiences.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Valid driver's license.

EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in construction management, business administration, engineering or related field and one (1) year experience in electric utility, engineering work setting, or equivalent combination of education and experience.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

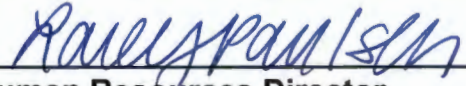
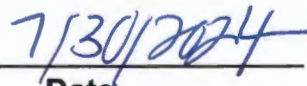
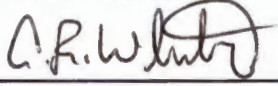
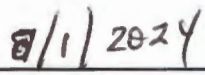
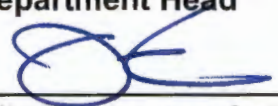
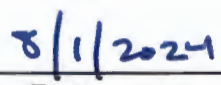
This work requires regular and punctual attendance at the office or other assigned locations; work occasionally requires exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle, or feel, frequently requires repetitive motions and occasionally requires standing, walking, speaking, or hearing and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work

requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date