

Doyon Utilities, LLC
Job Description

JOB TITLE	Project Manager	LOCATION	HDQ Project Development
REPORTS TO	Director of Project Development	HOURS	40 Hours per week
TYPE OF POSITION	Full Time, Regular	SCHEDULE	M-F 8am-5pm
WAGE RANGE	DOE	FLSA STATUS	Exempt
BARGAINING GROUP	N/A	DATE	03/01/2018

POSITION OBJECTIVES: The Project Manager is responsible for the overall direction, planning and execution of projects undertaken by Doyon Utilities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Oversee and direct utility related projects from conception to completion.
2. Ensure there is a defined scope of work, schedule and cost estimate for all projects prior to execution.
3. Coordinate and direct contractors.
4. Review work progress on a frequent basis.
5. Prepare internal and external reports pertaining to job status.
6. Evaluate workmanship, control costs and perform field inspections.
7. Coordinate with the environmental department to ensure that any environmental issues are continually addressed and remedied.
8. Coordinate all construction with the Operations team throughout the life of the project.
9. Ensure projects are implemented in accordance with all company required policies and procedures.
10. Manage project contracts to protect the company's interests and simultaneously maintain a good relationship with the client.
11. Ensure project deliverables are obtained and reviewed for accuracy.
12. Analyze, manage and mitigate risks.
13. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong understanding of project management principles, practices and methods, particularly as applied to utilities.
2. Strong computer skills and proficiency using the Microsoft Office Suite and internet applications.
3. Ability to communicate effectively, both orally and in writing.
4. Excellent time and project management skills.
5. Problem solving abilities.
6. Ability to see the big picture.

QUALIFICATIONS:

1. Associate's or Bachelor's Degree in Construction Management or related field is preferred, however, significant experience may be substituted for the degree requirement.
1. 2 or more years project management experience in infrastructure, building, utility or industrial projects.
2. Professional Management Professional certification (PMP) highly desired.

WORKING CONDITIONS: The employee will be required to work both indoors and outdoors while conducting work related activities for various Doyon Utilities projects and operation and maintenance functions in Alaska. Employee may be exposed to heat, cold and frequent changes in temperatures. Work often will be damp, dusty, dirty, windy, or in snow.

CONDITIONS OF EMPLOYMENT

1. Incumbent must be physically capable of visiting construction sites, undeveloped areas and potential project locations on military installations in Alaska.
2. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of DU.
3. Must be eligible to work on a military installation in Alaska.
4. Willingness and ability to travel to job sites within Alaska.
5. Possess and maintain a valid State of Alaska driver's license throughout the period of employment.
6. Able to carry items weighing less than 40 pounds.

Employee Signature

Date