

Title: Project Manager, Strategic Planning

Position Summary:

The Project Manager for Strategic Planning is responsible for overseeing and executing projects and initiatives to achieve departmental goals. The role's main objective is to proactively guide initiatives through the appropriate project life cycles, from business case development through owner acceptance, while ensuring seamless coordination and planning between internal and external stakeholders. This role involves managing new technology or innovative initiatives, contract management, coordination across multiple organizational units, and communication at all levels of the organization. The Project Manager will work closely with business and technology leaders to ensure projects are effectively prioritized, budgeted, and resourced adequately.

Essential Functions:

- Business Analysis and Evaluation
 - Lead business case development to define the expected value from projects.
 - Engage with stakeholders to refine scope, organization impact, and strategic alignment.
 - Ensure thorough research into new concepts, technologies, and best practices. Analyze data to inform decision-making and strategy development.
- Execution:
 - Develop and manage scope, schedule, and budgets for assigned projects
 - Support procurement efforts by planning and coordinating early.
 - Facilitate RFP development, develop scope and specifications, and coordinate bidding activities.
 - Administer and manage outside resource contracts in adherence to BWL purchasing policy.
 - Facilitate project risk planning and implement risk mitigation plans to ensure project objectives are met.
 - Coordinate and document decisions from project design reviews
 - Analyze, evaluate, and overcome project risks. Communicate risk mitigation efforts to management and stakeholders using a risk register or similar tools.
 - Understand and utilize O&M, grants, tax credits, and capital budgeting processes to execute projects.
- Organizational Coordination:
 - Collaborate with various departments and external partners to ensure the execution of projects. This includes stakeholder engagement and coordinating with other projects across the organization.
 - Efficiently transition projects to other project managers or business owners when applicable.
 - Effectively report project progress throughout their life cycles to appropriate stakeholders.
 - Utilize Organizational Change Management (OCM) and/or Management of Change principles to communicate changes to the organization.
 - Ensure project impacts to the organization have training, procedures, and process flows

- General
 - Project management may include but is not limited to the following items:
 - economic evaluations, feasibility studies, gap analysis, pilot projects, coordination of real estate acquisitions, permitting, interconnection agreements, regulatory approvals, high-level schedule and budget, risk matrix, and RFP/RFQ development to acquire resources.
 - Follow and integrate with the Capital Project Management System process.
 - Attending various steering committee and PMO meetings to support projects.
 - Collaborate with PMO groups in the BWL to maintain and enhance common project management practices and methodologies.
 - Expected to comply with all BWL policies and work rules.
 - Predictable and reliable attendance.
 - Other duties as assigned.

Job Specifications:

Required:

- Bachelor of Science degree in Engineering, Project Management, Construction Management, Sustainability, Business, computer science/information systems, or other related field from an accredited college or university or equivalent combination of education and experience.
- At least ten years of work experience with five years of project management, program management, utility infrastructure project development, or leading teams.
- Proficiency in Microsoft Suite (Excel, PowerPoint, Project) and experience with project management platforms.
- Strong organizational skills with the ability to manage multiple concurrent workstreams.
- Excellent communication skills, both written and oral, with the ability to present ideas effectively to audiences.
- Proficient with the principles of Project Management as defined by PMI in their PMBOK Guide. Working knowledge of varying project management methodologies (waterfall or agile).
- The ability to objectively assess situations, use relevant information, and apply career experience to make sound decisions.

Preferred:

- Ability to be creative and innovative.
- Experience in strategic planning or similar roles.
- Proven ability to manage relationships at all levels of the organization.
- Experience managing renewable energy or environmental sustainability projects is preferred.
- Certifications in Agile, Project Management Professional (PMP), Program Management Professional (PgMP) certification or other related project management certifications or willing to attain certification within 2 years.
- Experience with Engineers Joint Contract Documents Committee (EJCDC) contract documents or similar.
- Ability to work with diverse groups.
- Experience with organizational change management disciplines (Prosci).

- Experience with continuous improvement of the Asset Management principals
- Experience with Work Management processes.
- Ability to display tact and professionalism at all times, including in high-stress situations.
- Proficient with scheduling software (Primavera P6 or Microsoft Project), and capable with eBuilder (or a similar project/construction management software).

Physical Requirements / Working Conditions:

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

Must be able to remain in a stationary position for the majority of the working day. The person in this position needs to occasionally move about inside the office environment, including using stairs. Constantly operates a computer, and other office equipment. Ability to adjust focus, especially due to concentration on a computer screen. Must communicate frequently with other departments and employees both verbally and in writing. May need to lift and carry up to 30 pounds and/or position the body to reach items on the floor/below knee level or reach overhead. The person in this position needs to occasionally move about in industrial environments, and uneven terrain. May be required to recognize small numbers, letters, symbols, colors on prints, and/or operate field instruments/equipment.

Works in temperature-controlled office environment, with occasional work in outdoor weather conditions, and in industrial environments.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not to be construed as an exhaustive list of all duties, responsibilities and skills that may be required of the employee. Management reserves the right to add, remove, or otherwise alter these duties, responsibilities, and skills at any time.

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