



UtiliWorks Consulting, LLC

www.utiliworks.com

Job Title: Project Manager	Status: Full time salary or Contract Basis
Department: Operations Reports To: VP/Operations	Salary Range: \$65,000- \$90,000/year depending on experience Includes Full Benefit Package
Revision Date: 11/02/10	Equal Opportunity Employer FLSA: Exempt

Company Overview: UtiliWorks is a company focused on the successful development and deployment of Advanced Metering Infrastructure (AMI) technology and Smart Grid technology into the marketplace. We are building a team that will assist utility clients in deploying systems that will capture and utilize data more effectively and use that information to improve the performance of their business. This includes the application of Meter Data Management (MDM) and other software products to support these systems. AMI/Smart Grid is a high-growth industry and we need job candidates who want the challenge and opportunity associated with a young company that is bringing new technologies and methods into the market place. Our target clients are municipalities and investor-owned utilities (water, electric, and gas) throughout the U.S. and Canada.

ESSENTIAL JOB FUNCTIONS

Direct and manage project elements (people, resources, budget, and schedule) from beginning to end. Implement project controls necessary for successful outcomes. Requires specific abilities for project conceptualization, capital budgeting, project scheduling, and determination of project staffing skills/levels.

- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Proactively manage changes in project scope, identify potential risks, and devise contingency plans.
- Define project success criteria and disseminate them to involved parties throughout project life cycle. Provides guidance and expertise by helping team members structure projects into individual elements
- Manages master schedule process for the project; track project milestones and deliverables
- Build, develop, and grow business relationships vital to the success of the project.
- Oversees all aspects of cost control, contracting invoicing, schedules, compliance, and other control processes.
- Input on environmental and regulatory issues as required for project development.
- Understands, applies, and supports the proper use of Utiliworks methodology standards to assist in clients AMI/Smart Grid IT technology deployments
- Business Development

- Opportunity identification and development in existing accounts
- Supports key Business Development events (e.g. speakers at seminars and conferences)
- Assisting and making recommendations for client planning with the following:
 - Preparing and delivering presentations, proposals, and project approaches
 - Estimation and work breakdown structure for work orders

TECHNOLOGY SKILLS/KNOWLEDGE

Experience with the following areas: AMI, CIS and MDMS implementations at a Utility. Understanding of applications and data utilized in a Smart Grid/AMI project such as meter data, SCADA System, Outage Management, Work Management and Communications systems for public utilities is extremely desirable. Experience in working with enterprise wide data management design and processes is preferable.

Work Tools: Microsoft Office 2007, including expert knowledge of MS Project and knowledge of MS Visio for project management. Experience with MS SharePoint.

NON TECHNICAL SKILLS

- Ability to work independently with clients, proactive, self starter, and self managed
- Strong understanding of business process management
- Solicitation and elicitation of client needs and requirements
- Selling, persuasion, and negotiation
- Industry experience in government procurement

EDUCATION and/or EXPERIENCE

Ideal candidate will have a BS Engineering / Technical, BS Project Management or BS Finance with some experience in project management, project controls and project scheduling. A Bachelor's degree in Computer Science, Engineering, Business or equivalent is preferable. Minimum of 5 years experience is needed.

PERSONAL ATTRIBUTES NEEDED

- Mature, creative, highly motivated, flexible, willingness to make decisions, and solve problems.
- Self-starter, comfortable with working independently on project based work.
- Must be able to offer creative ideas and suggestions consistent with obtaining and maintaining corporate mission and goals.
- Ability to meet deadlines and complete assignments timely.
- Strong oral and written communication skills.
- Desire to build relationships based on Integrity and Respect (Customers, Vendors, Team Members)

OTHER JOB ASPECTS

- Travel 30-50%