



Strategic Utility Consulting

## Job Description

**Division/Department:** UtiliWorks Consulting, LLC

**Location:** California

**Job Title:** Project Manager

**Reports to:** Director of Consulting Services

**Level/Grade:**

**Type of position:**

- Full-time
- Part-time
- Contractor
- Intern

- Exempt
- Nonexempt

### About the Company:

UtiliWorks Consulting, LLC, is a professional services advisory firm that specializes in smart grid/ water/ gas and smart city initiatives. Founded in 2005, we have worked with multiple utilities across the United States and abroad. We specialize in providing assessments and business cases, procurement management, design and implementation oversight. Together with our clients, UtiliWorks advances business and technology solutions that strategically enhance operations for utilities and their communities. Our people, processes, and analysis tools work in conjunction to lower costs, reduce risk, and ensure benefits capture for each technology implementation. For more information, visit [www.utiliworks.com](http://www.utiliworks.com)

We have built a great team at UtiliWorks. Our corporate values are reflected in all that we do:

1. Build Relationships based on Integrity, Dignity, and Respect
2. Promote a Commitment to Excellence and Service
3. Share Knowledge & Support Continuous Learning
4. Communicate Directly, Openly & Honestly
5. Invest in the Long Term

### General Description:

UtiliWorks Consulting, a leader in the implementation and deployment of Smart Grid/ Gas/ Water and associated technology programs, is actively searching for a Project Manager to manage projects primarily in the Southern California region. In this role you will be accountable for managing activities throughout the project lifecycle with multiple stakeholder groups. The successful candidate will communicate effectively to all levels within a utility organization and manage client expectations to ensure customer satisfaction and project success. The Project Manager will become an integral member of the UtiliWorks Consulting team by offering support and lessons learned to other client projects related to project planning, systems deployment and acceptance.

**Job Description:**

- Define, develop and manage project scope, schedule, quality and budget
- Assist utility clients with the development of an advanced meter infrastructure (AMI) or associated utility technology implementations and planning efforts
- Build and nurture relationships with client Project Manager, client executives, systems integrators, partners, vendors, and utility personnel
- Present project status to client stakeholders such as the Project Sponsor, Steering Committee, or Executive Committee
- Lead onsite and remote client status meetings and workshops and assist team in day-to-day- management of systems deployment, training, testing and system acceptance activities
- Guide and contribute to the development and review of all project related deliverables
- Manage and maintain project management workspace (e.g. SharePoint)
- Support and guide the project team and identify resource needs as required
- Lead recurring client project status meetings and produce client project status reports and meeting minutes
- Lead process of issue, change, and risk identification, tracking and resolution
- Create and maintain integrated project schedule that reflects activities of all project partners
- Lead and develop agenda for onsite and remote client status meetings and workshops
- Conduct project communications with strong written, oral and presentation skills
- Serve as liaison between technical personnel and functional business users in the project environment
- Mentor UtiliWorks junior project personnel
- Work multiple projects simultaneously
- Generate monthly project forecast and support monthly invoicing process
- Support new client project intake, lead internal and external project kickoff meetings
- Maintain internal project plans and resource plans (Deltek) to support resource planning across the consulting organization
- Participate in bi-weekly consulting staff meetings and utilize best practices knowledge to assist in development and implementation of tools, policies, and procedures to increase the effectiveness of our project management services
- Support sales activities including: contribute to the development and review of proposal responses, participate in remote and onsite sales calls, identify new opportunities, identify additional work with existing clients, participate in shortlist presentations to potential clients
- Travel required on an as needed basis - up to 50%

**Desired Qualifications/Competencies:**

- 7+ years of Project Management experience
- Engineering/Business degree or equivalent
- Exceptional verbal and written communications
- Extremely well-organized
- Strong decision making and leadership skills
- Critical thinking and problem solving abilities
- Preference for Project Management Professional (PMP) certification

- An understanding of Advanced Metering Infrastructure, Meter Data Management, and utility business processes and practices desired
- Past utility industry experience desired
- Proficient in Deltek (or similar project-based ERP), MS Project, Word, Excel, PowerPoint, Visio and SharePoint

**Benefits:**

UtiliWorks offers a competitive salary and a full benefits package. At UtiliWorks, you will find an environment where teamwork, respect, satisfaction, and hard work are valued.

**To Apply:**

To respond to this opportunity, please e-mail your resume and references to:  
[jefferson@utiliworks.com](mailto:jefferson@utiliworks.com)

Candidate references will be contacted.