

JOB CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE:	Project Manager & Land Use Specialist	FLSA STATUS:	Exempt
DEPARTMENT:	Administration	UNION STATUS:	Non-union
REPORTS TO:	Director of Strategy and Process Improvement	EMPLOYMENT STATUS:	Full-Time

Purpose of Position

Works collaboratively with multiple departments in all phases of project planning, supporting, organizing and coordinating electrical utility projects to ensure success factors are being met, including scope, schedule, cost, quality, etc. including supporting land use processes and requirements.

Core Competencies

- **Safety:** Adhere to all workplace and trade safety laws, regulations, standards, rules, and practices. Use of Personal Protective Equipment as required. Take individual responsibility in managing safety risks and reporting unsafe conditions or unsafe work practices. Respond positively to safety-oriented feedback. Contribute to a culture of safety.
- **Quality of Work:** Produce thorough, high-quality work with minimal errors. Seek feedback, make corrections as needed. Identify problems and solve them. Strive to improve processes. Work collaboratively with team members to implement systemic changes.
- **Productivity:** Complete assigned work in a timely fashion. Utilize slow periods productively. Produce amount and volume expected, at accepted speed.
- **Technical Skills/Job Knowledge:** Demonstrate appropriate level of understanding of technical skills in area of expertise, technology, products, and/or processes involved. Perform assigned duties. Keep current on changes. Competent with all technology and industry best practices necessary to perform job. Maintain necessary certification(s).
- **Communication:** Oral and written communication clearly convey information. Keep others informed of activities and problems in a timely manner. Listen well. Respond appropriately and respectfully.
- **Teamwork/Ability to Work with Others:** Demonstrate ability to work in positive manner with co-workers and/or customers with differing backgrounds, opinions,

capabilities, etc. Willingly share skills, competencies, and knowledge with others. Establish and maintain strong, effective working relationships. Contribute effectively to group efforts. Promote harmony. Agree to disagree without damaging relationships.

- **Accountability:** Maintain excellent attendance and punctuality. Arrive on time and be prepared to work. Accept responsibility for work and actions. Be reliable.
- **Integrity:** Demonstrate honesty, high ethical standards, and respect for all team members, co-workers, and Benton REA members.
- **Professionalism:** Always address internal and external customers with courtesy and respect. Dress in work attire appropriate to the position. Communicate business information in timely fashion, using means of communication appropriate to the situation.
- **Support of Cooperative Goals, Policies, and Procedures:** Support Cooperative goals. Adhere to all Cooperative policies and procedures. Understand that internal customer and external member focus is always top priority. Contribute effectively in support of that priority.
- **Problem-Solving:** Use sound logic and methodology to solve problems. Explore multiple sources for answers, as required. Able to identify hidden problems. Propose solutions.

Essential Job Functions & Responsibilities

To succeed in this role, an individual must satisfactorily perform each essential function. Additional duties of a similar nature and level may also be assigned. Benton REA may provide reasonable accommodation to enable qualified individuals with disabilities to perform the essential functions.

- Coordinates and directs the activities primarily of various project teams with some enterprise directive.
- Develops and maintains the project controls systems, procedures, and documents used for project management (PM) of utility projects.
- 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.
- Support a variety land use planning tasks, to include necessary research, evaluations, and data analysis; prepare and assist with preliminary site plans, graphics, and other exhibits; assist with procurement of special documents, including land surveys, title reports, traffic studies, soil reports, etc.; aids in the preparation, submittal, and tracking of project applications; track permitting processes and seek expediting as necessary.

- 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 all stakeholders related to project design interpretations, proposed field engineering changes; development, maintenance, and application of design standards, etc.
- Performs other duties as assigned, directed, or required.

Licenses, Certifications and Other Requirements

Education and Experience:

- Bachelor's degree in related field.
- Two (2) years of experience in project management or related field.
- Or equivalent combination of education and experience that would allow incumbent to perform essential job functions successfully.

Special Requirements:

- Maintain a valid Driver's License.
- Obtain a Washington State Notary Public License within three (3) months of hire and maintain throughout employment.

Knowledge, Skills & 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:

- Applicable federal, state, and local laws, rules and regulations related to assigned activities.
- Safety standards and best practices of electrical utility operations.
- Electric utility management principles and practices and RUS Work Order processes.
- 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.
- Development process and land use application process.
- Variety of technical aspects of electric utility finance, planning, design, maintenance, and operations.

- Advanced Word processing, spreadsheet, and desktop publishing software used by the Association.

Skills and Abilities to:

- Develop, plan, organize, plan, perform, lead, and train in a diverse technical environment.
- Direct and coordinate the work of a variety of project teams and 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 utility tasks and projects.
- Work independently with little to no direction, set priorities, and meet deadlines.
- Organize, prioritize, and implement numerous projects in an effective and timely manner.
- Comprehend, explain, and apply standard construction specifications and drawings.
- Read, learn, interpret, apply, and explain regulations, policies and procedural guidelines.
- Use tact, initiative, prudence, and independent judgement within general policy and procedural guidelines.
- Communicate effectively both orally and in writing; comprehend and use the English language effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Operate a variety of modern office equipment and personal computers using standard and customized software programs appropriate to assigned activities.

Physical Requirements and Working Conditions

The physical requirements and working conditions outlined in this section are indicative of what is required and/or experienced by an employee while performing essential functions of this classification. Benton REA may provide reasonable accommodation to enable qualified individuals with disabilities to perform the essential functions.

Physical Requirements:

Work constantly requires keyboarding; frequently requires sitting and standing/walking; occasionally requires climbing ladders or stairs, wrist flexion and extension, and fine hand manipulation; seldomly requires twisting, bending/stooping, squatting/kneeling, crawling, reaching, working above shoulders, grasping forcefully, operation of foot controls, and low impact vibratory tasks; occasionally requires exertion of force of up to 25 pounds and seldomly up to 50 pounds. Work requires standard vision requirements, expressing and exchanging ideas by means of spoken word, ability to recognize information at normal spoken word levels, preparing and analyzing written or computer data, operating motor vehicles or equipment, and observing general surroundings or activities. Environment can seldomly involve exposure to marked temperature changes and exposure to dust/fumes/gases.

Working Conditions:

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Work requires regular and punctual attendance at the office or other assigned locations; typically performed in a normal office environment with low to moderate levels of noise exposure and a temperature-controlled work area with occasional work outside for various events; use of office machines, including computer monitor, keyboard, mouse, and related peripheral devices; occasional travel may be required; and occasionally requires working outside of normal work hours and/or days.

Signature & Authority

Shelly Gockey

Department Manager Signature

10/24/2024

Date

Dawn Russell

Human Resources Signature

10/24/2024

Date

Employee Acknowledgement

The duties listed above are illustrative of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if they are similar, related, or logically assigned.

The job classification does not constitute an employment agreement between Benton REA and any employee, and Benton REA retains the right to add to or change the description of this classification at any time.

Employee Signature

Date

Agency
Benton Rural Electric Association

Address
402 7th Street
Prosser, WA 99350

Phone
(509) 781-6778

Website
<https://bentonrea.org>









2024.10.24 Project Manager Job Description

Final Audit Report

2024-10-24

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