

<b>Job Title:</b>	Project Manager	<b>FLSA Status:</b>	Salaried/Exempt
<b>Reports to:</b>	CEO/General Manager	<b>Salary Range:</b>	\$90,000 - \$115,000

## Job Purpose

The Project Manager at Trico Electric Cooperative plays a crucial role in managing strategic-level projects, overseeing the Planning Committee for infrastructure-related projects, and leading the Rate Implementation Committee. This role involves collaborating with cross-functional teams, ensuring project alignment with the company's mission, vision, and values, and facilitating effective communication throughout the project lifecycle. The Project Manager reports directly to the CEO/General Manager and is responsible for ensuring the successful execution of key initiatives.

## Essential Functions

### 1. Strategic Project Management:

- Manage strategic-level projects as assigned by the CEO/General Manager, ensuring adherence to project scope, timelines, and objectives.
- Collaborate with project stakeholders to establish project goals and expectations.
- Regularly meet with the project's Executive Sponsor to provide updates and seek guidance.
- Develop comprehensive project plans, including defining project objectives, scope, deliverables, and resource requirements.
- Monitor project progress, identify potential risks, and implement mitigation strategies.
- Ensure project teams adhere to best practices and industry standards.
- Establish a project management framework that can be implemented across the organization. This includes tools, guidelines, expectations, templates, etc.

### 2. Committee Leadership:

- Lead the Planning Committee, responsible for overseeing line, substation, and infrastructure-related projects.
- Manage the Rate Implementation Committee, ensuring the timely implementation of approved rates by the Board and the Arizona Corporations Commission (ACC).
- Lead other committees upon the request of the CEO/General Manager.
- Work closely with existing team members in both committees to foster collaboration and achieve committee goals.
- Provide leadership and guidance to committee members, facilitating discussions, and driving consensus on critical issues.

### 3. Communication and Coordination:

- Maintain open communication with project teams, Executive Sponsors, Senior Staff members, CEO/GM, and other stakeholders.
- Schedule and conduct meetings, facilitate discussions, and encourage active participation from team members.
- Send introductory emails to team members, outlining project objectives and expectations.
- Act as a central point of contact for project-related inquiries and information.
- Assist co-workers managing projects by sharing knowledge, training, providing tools, and mentoring good project management skills.

### 4. Documentation and Reporting:

- Prepare and disseminate meeting notes, project updates, and progress reports to team members.
- Maintain accurate records of project-related expenses and financial data.

### 5. Technology Utilization:

- Utilize Microsoft Teams or other designated software for project coordination and communication.

- Set up and manage the project's collaboration platform within MS Teams.
- 6. **Stakeholder Engagement:**
  - Invite Senior Staff members, CEO/GM, vendors, and subject matter experts to project meetings as needed.
  - Keep CEO/GM and Executive Sponsors informed about project progress and milestones.
- 7. **Cross-Departmental Considerations:**
  - Ensure that the project team evaluates potential process and system impacts on other departments.
  - Collaborate with other Strategic Project Coordinators to share information and insights regarding their respective projects.
- 8. **Issue Resolution:**
  - Address any issues related to team members not fulfilling their project responsibilities, including escalating matters to the Executive Sponsor when necessary.
- 9. Performs other duties as required and/or assigned.

## Competencies

### Organizational Competencies

- Communication
- Cooperation & Teamwork
- Customer/Member Focus
- Safety Orientation

### Job Competencies

- Accountability
- Attention to Detail
- Initiative
- Organization

## Qualifications

- Bachelor's degree in a relevant field.
- Proven experience in project management, including strategic-level projects.
- Strong organizational and communication skills, both verbal and written.
- Proficiency in Microsoft Teams or similar collaboration software.
- Ability to work effectively in a fast-paced, dynamic environment.
- Excellent interpersonal skills and the ability to foster teamwork and collaboration.
- Financial acumen, including budget management and financial analysis.
- Ability to attend training and business conferences in and out of state as requested.
- Ability to be flexible to work irregular hours and/or overtime as required in the performance of the responsibilities of the position.

## Physical Demands and Work Environment

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

Statements included in this job description are intended to describe the general nature and level of work performed by the employee(s) assigned to the job. The statements are not intended to be construed as an exhaustive list of responsibilities, duties and skills required. The employee(s) may be required to perform other duties as assigned.