



*“To lead Ontario in powering community well-being and environmental stewardship with sustainable energy solutions.”*

## **PROJECT MANAGER - GENERATION**

The role of the Project Manager – Generation is to plan, execute, and finalize projects according to strict deadlines and within budget. This includes sourcing resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager - Generation will also define the project’s objectives and oversee quality control throughout its life cycle.

The role as Project Manager – Generation comes with various responsibilities which candidates must be able to execute:

- Manage multiple power plant engineering, procurement, construction, owner's engineering or power plant development projects for thermal energy, biogas and other renewable energy.
- Ensure that the projects are executed within schedule, budget and to the required quality standards.
- Manage internal and external project cost and budget control including variation management.
- Direct and manage project development from beginning to end, may include, but not limited to customer, contract and legal negotiations, relationship development.
- Must have a strong understanding of the required codes, standards and permits required to develop, construct and operate power generation facilities.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Develop full-scale project plans and associated communications documents.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Liaise with project stakeholders on an ongoing basis.
- Estimate the resources and participants needed to achieve project goals.
- Draft, manage and submit budget proposals, and recommend subsequent budget changes where necessary.
- Where required, negotiate with other department managers for required resources from within the company.
- Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle.
- Set and continually manage project expectations with team members and other stakeholders.
- Delegate tasks and responsibilities to appropriate personnel.
- Identify and resolve issues and conflicts within the project team.
- Identify and manage project dependencies and critical path.
- Plan and schedule project timelines and milestones using appropriate tools.
- Track project milestones and deliverables.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations.
- Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.

- Define project success criteria and disseminate them to involved parties throughout project life cycle.
- Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Behaviours reflect respect, safety, ethics, and continuous learning.
- Build, develop, and grow any business relationships vital to the success of the project.
- Conduct project post mortems and create a recommendations report in order to identify successful and unsuccessful project elements.
- Develop best practices and tools for project execution and management.

#### **PROFESSIONAL QUALIFICATIONS AND EXPERIENCE:**

- A Professional Engineer with a degree in Mechanical Engineering
- Currently has or is eligible to obtain a Professional Engineers of Ontario (PEO) designation would be a definite asset.
- A Project Management Professional designation would be a definite asset.
- A minimum of 7-10 years professional experience with power projects.
- Excellent communication skills, both written and spoken English.
- Good negotiation and presentation skills.
- Willing to take high level of responsibilities with related required professional commitment.
- Experience at working both independently and in a team-oriented, collaborative environment is essential.
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Reacts to project adjustments and alterations promptly and efficiently.
- Flexible during times of change.
- Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines.
- Persuasive, encouraging, and motivating.
- Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments.
- Ability to defuse tension among project team, should it arise.
- Strong interpersonal skills.
- Adept at conducting research into project-related issues and products.
- Must be able to learn, understand, and apply new technologies.
- Customer service skills an asset.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is key to the success of this role.
- Must have a strong understanding of Ontario Health and Safety requirements within Ontario.

#### **WORKING CONDITIONS:**

- Must be able to work flexible and extended work hours to meet project deadlines.
- Some travel may be required for the purpose of meeting with clients, stakeholders, or off-site personnel/management.

*If you have these qualifications and are looking for a challenge in a dynamic environment please send your detailed resume in confidence, by Friday, September 09, 2011, to [melissa.woodley@futurestep.com](mailto:melissa.woodley@futurestep.com)*

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*