



## **Project Manager**

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**Department: Engineering**

**Location: Anchorage**

**FLSA: Exempt**

**Reports To: Chief Technology Officer**

**Approved By: Jens Laipenieks**

**Revision Date: 11/15/17**

**Effective Date: 11/15/17**

### **Position Description**

Responsible for the overall planning, direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals. The Project Manager oversees various projects which have specific beginning, end and specified deliverables. The candidate must have the ability to manage several concurrent projects through the project lifecycle, collect and model business metrics, and deliver reports. The selected candidate is detail oriented and highly organized and has strong written and verbal communications abilities. The candidate is required to oversee financial contract management, analysis of proposals, labor and material breakdowns, capital asset accounting, invoicing, and problem solving when conflicts occur. Manage contract performance of contractors/subcontractors. Periodic and final Inspection of work for quality control and ensuring proper compliance with contract documents and industry standards.

### **Principle Accountabilities**

The Project Manager performs a wide range of duties including some or all the following:

- Manages the day-to-day operational and tactical aspects of multiple or large scale projects
- Manages day-to-day vendor/staff interaction and expectations for multiple or large-scale projects
- Facilitate the definition of project scope, goals and deliverables
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans
- Define project tasks and resource requirements
- Develop full scale project plans
- Assemble and coordinate project staff, both internal and external
- Manage and report on project budgets
- Plan and schedule project timelines
- Track project deliverables using appropriate tools
- Provide direction and support to project team
- Maintain quality assurance



- Constantly monitor and report on progress of the project to all stakeholders
- Present reports defining project progress, problems and solutions
- Implement and manage project changes and interventions to achieve project outputs
- Deliver project evaluations and postmortem assessment of results

### **Additional Responsibilities**

- Meets financial objectives by forecasting requirements; assists in the preparation of annual budgets; scheduling expenditures; analyzing variances; initiating corrective actions as needed.
- Develop cash flow projections for senior management on a regular basis (monthly/quarterly)
- Manage all project financials according to established FCC part 32 accounting policies and procedures

### **Knowledge, Skills, and Abilities**

- Excellent understanding of financial processes. Able to create proformas, track project metrics, forecast future trends and manage change.
- Excellent understanding of the contract process. Able to manage contract modifications, control the impact to a program, and take the lead for negotiations on contract scope, cost and schedule.
- Good understanding of Supply Chain processes.
- Ability to work independently and aggressively track to project timelines.
- Working knowledge of telecom network technologies including IP, DWDM, SONET, MPLS, microwave, cellular and fiber optic cabling preferred
- Working knowledge of power transmission and distribution
- Working knowledge of telecom network engineering
- Highly proficient in MS Word, Excel, PowerPoint and Outlook
- Highly Proficient in managing resources and scheduling
- Highly proficient in meeting facilitation, identifying and documenting requirements
- Working knowledge of the oil industry's (exploration, production and support services) telecommunications needs.

### **Education and Experience Required**

- Minimum bachelor's degree in engineering, Construction Management, Information technology, Business, Management or related field; Years of experience can be substituted year for year with relevant project work experience.
- Experience with project management in rural communities preferred
- PMP certification preferred
- One to three years prior sales/business development experience preferred



## Acknowledgement

*I have reviewed and understand the Position Guide and believe it to be accurate and complete. My acknowledgement below indicates I am fully aware that my adherence to the terms of this Position Guide will be a major element of all future evaluations.*

*I also agree that my manager, the General Manager and the Board of Directors retain the right to change this Position Guide at any time.*

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**Employee**

**Date**

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**Supervisor**

**Date**

**Note:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.