

Job Description

Position: Project Manager (AF&G) 71497

Location: North Slope

Duration of contract:: 11 months

Required start date: October

Number of Positions: 1

Work Description

The Project lead is responsible for overall project delivery including HSE performance, quality schedule and budget.

Responsibilities

- Manage assigned projects using Client's CVP stage-gate process and AF&G specific procedures.
- Accountable for development of Decision Support Packages (DSP) budget requests and AFE submittals.
- Accountable for Management of Change (MOC) Stage 1 Initiation. Accountable for monitoring and controlling subsequent stages of MOC process.
- Develop and manage the project execution plan (PEP), including scope, budget, and schedule. Confirm scope of work and other deliverables are clearly understood by the field team and stakeholders.
- Work with team to establish plans for opportunity work with O&M and FCO team.
- Responsible for coordinating the FCO team, monitoring field progress, estimates, and budget. Communicate with town based Project Engineer on project progress and issues.
- Be the SPOC for field issues and stakeholder alignment. Establish clear lines of communication for the team. This includes facilitating the Management of Change system (Bar) for the project.
- Monitor and post, incident reporting guidelines for the project for safety and operations incidents. Confirm this process is being followed for all projects. Near misses are included in the process.
- Take ownership of the risk management of assigned projects. This includes scheduling and planning of risk meetings.
- Take an active role in the planning and execution of drawing reviews, kickoff meetings and constructability review meetings.
- Take ownership of the lesson's learned of assigned projects.
- Provide regular reporting of project progress and issues. This includes a shift end report.
- Assist in annual and long term planning.
- Assist in front end loading studies and engineering.
- Assume responsibility for continuous improvement of project execution process along with other project leads on the program.
- Be the single point of contact (SPOC) and liaison for slope visitors directly interfacing with the project's engineer and support efforts.
- *Coordinate the overall effort with the following project stakeholders:*

- *FCO Team*
- *GPB Construction Management Team*
- *Operations Representatives*
- *Maintenance Representatives*
- *AF&G Anchorage Engineering Team, Project Engineer, AF&G Operations Representative, and Project Controls*
- *Automation Engineers and PAC Techs*
- *Construction Contractors*
- *HSE Representatives*

Experience & Knowledge

To be considered for the role of Project Lead, applicants must have the following qualifications:

- Past experience as project lead
- Experience working with small teams and contractors
- Experience working with construction contractors

Preferred Qualifications

In addition to the required qualifications, the successful candidate is likely to be able to demonstrate the following:

- Extensive experience in projects
- Experience in planning and scheduling brown field modification projects

Any Other Relevant Information

Bachelor's degree desirable

Certifications

None specified

Languages

English fluency required

Local Candidates Preferred