



PRINCE WILLIAM SOUND REGIONAL CITIZENS' ADVISORY COUNCIL

Prince William Sound Regional Citizens' Advisory Council

Job Description

Job Title: Maritime Operations Project Manager, Exempt
Date: January 21, 2024
Job Reports To: Director of Programs

Job Summary: Monitors port organization, operations, incidents, and the adequacy and maintenance of the vessel traffic system. Major program components include participation with the Valdez Marine Safety Committee, monitoring changes to the tanker escort system, reviewing Best Available Technology issues related to the tanker escort system and the Vessel Emergency Response Plan, and supporting the maintenance of Council weather stations and buoys.

MAJOR RESPONSIBILITIES/ACTIVITIES

Project Management

- Develop, implement, and maintain all aspects of maritime operations projects as assigned, including project plans, determination of resources needed, budget development and contract management, in line with PWSRCAC's mission and Long Range Plan
- Coordinate with other project managers (e.g., Contingency Plan and Oil Spill Prevention and Response) and management to ensure a uniform approach to accomplishment of assigned projects
- Serve as lead staff for PWSRCAC's Port Operations and Vessel Traffic Systems (POVTS) Committee, keep the group informed on the status of projects, actively seek their input, and participate in POVTS Committee meetings
- Maintain Council's office automatic information system (AIS) unit and related information
- Review U.S. Coast Guard Local Notices to Mariners and incident reports, and relay relevant information to PWSRCAC staff and volunteers
- Observe and provide written reports on towing and tether exercises and drills as needed
- Develop recommendations for Board review and/or approval of maritime operations contracts and projects
- Prepare and deliver reports to PWSRCAC Technical Committee(s) and/or Board
- Work with Council stakeholders to implement Board-approved recommendations
- Participate in PWSRCAC and external (industry and/or regulatory) working groups related to assigned projects, including the Valdez Marine Safety Committee
- Coordinate with Director of Communications to respond to media inquiries and respond to such inquiries as directed
- Respond to public inquiries on assigned projects
- Perform research as needed, including literature review, archival research, and field work

Contract Management

- Research, develop, implement, and manage projects related maritime operations monitoring and evaluation, including budget and partnership development
- Draft Requests for Proposals (RFPs) and contracts for review and approval by the PWSRCAC management team.
- Work with other Council staff to advertise RFPs, respond to inquiries, and coordinate review of proposals
- Present contractor selection, within approved budget parameters, to the appropriate approving authority
- Draft and negotiate contracts in coordination with the PWSRCAC management team
- Review, manage and verify invoices and progress reports; work with Director of Finance, supervisor, and contractor to address any contracting issues
- Assist contractors and volunteers as needed
- Distribute deliverables as needed, in coordination with support staff
- Coordinate project-related site visits (e.g., weather buoy, weather station maintenance visits) as needed
- Keep the Executive Director and PWSRCAC management team fully informed of project activity and provide prompt briefings on all sensitive issues
- Coordinate review of draft reports and presentations through the appropriate PWSRCAC technical committees; POVTS and Oil Spill Prevention and Response (OSPR)
- Coordinate final presentation and report approval to the Board of Directors

PWSRCAC Committee Coordination

- Serve as lead staff for PWSRCAC's POVTS Committee, keep the group informed on the status of projects, actively seek their input, and participate in POVTS Committee meetings
- Recruit and facilitate PWSRCAC project teams and working groups as needed
- Work with Project Manager Assistant to arrange POVTS meeting agendas and supporting materials, set up meetings, and coordinate committee activities
- Facilitate the annual and long-range planning process for all POVTS projects, including development of committee project ideas, drafting project proposals and budgets, and project implementation and management of approved projects
- Coordinate with other project managers and committees on POVTS projects and other collaborative activities supported by POVTS (e.g., OSPR Committee weather-based projects)
- Attend other standing committee meetings as needed
- Prepare, maintain, and provide status reports for assigned program and projects

Budget/Administration

- Develop and administer project and program budgets for POVTS Committee
- Review and authorize invoices within spending authority using the Sage Intacct budgeting system
- Work closely with administrative staff for clerical assistance
- Research and develop alternative funding opportunities as appropriate (e.g., grants, matching funds, etc.)
- Become proficient with maritime operations and systems as they pertain to Council work
- Assist with volunteer support and coordination in cooperation with other staff

- Work with the PWSRCAC volunteers, regulatory agencies, industry, other groups, and the general public to maintain effective public relations and further PWSRCAC's mission
- Maintain contact with other internal and external stakeholders and regulatory agencies to ensure that projects do not duplicate activities already in progress, planned, or completed by others
- Stay informed on current oil spill prevention and response issues, especially in Alaska
- Coordinate with the Contingency Planning project manager on issues related to the Tanker and VMT contingency plans
- Identify education and training opportunities that may be of benefit to your professional development and the organization; attend such training as approved
- Participate as a member of the PWSRCAC Emergency Response Team at drills and incidents as assigned
- Limited travel as assigned, including prompt submission of trip reports and reimbursable travel claims
- Maintain strong, positive work relationships with agencies, industry, and other stakeholder groups
- Ensure that all work efforts are conducted in accordance with approved policies and procedures

MINIMUM REQUIREMENTS

Education

- Bachelor's degree preferred but relevant experience may be substituted on a year-for-year basis

Experience

- Three years project management or similar experience
- Experience in a maritime operations or related field
- Contract management experience
- Experience in a scientific or technical discipline helpful

Preferred Knowledge, Skills, & Abilities

- Demonstrate familiarity with the region impacted by the Exxon Valdez oil spill
- Demonstrate familiarity with oil spill prevention and response issues
- Proficient with Microsoft Teams, Word, Excel, PowerPoint, and Outlook; web browsers
- Demonstrate strong organization, project management, and facilitation skills
- Demonstrate strong written and oral communication skills including the ability to communicate technical information to a nontechnical audience
- Ability to work limited flexible/non-standard hours to observe various drills, exercises and be able to work long hours standing on vessels in various weather conditions
- Work under pressure and meet established deadlines
- Demonstrate familiarity with Alaska's natural resources
- Ability to work collaboratively with a diverse group of individuals
- Work independently or as part of a team

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.