



Prince William Sound Regional Citizens' Advisory Council
Job Description

Job Title: Terminal Operations Project Manager, Exempt
Date: December 15, 2022
Job Location: Valdez, AK
Job Reports To: Director of Programs

Job Summary: Monitor the actual and potential environmental impacts stemming from the operation of the Valdez Marine Terminal, and review operational and maintenance practices at the facility in the interest of mitigating those impacts. The position includes coordinating volunteer efforts of the PWSRCAC Terminal Operations and Environmental Monitoring (TOEM) Committee, project and contract management, and general budgeting and administrative responsibilities.

MAJOR RESPONSIBILITIES/ACTIVITIES

Project Management

- Develop, implement, and maintain all aspects of TOEM projects and programs 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 Scientific Advisory Project Managers) and management to ensure a uniform approach to accomplishment of assigned projects
- Develop recommendations for Board review and/or approval of TOEM contracts and projects
- Prepare and deliver reports to the Board of Directors
- Work with Council stakeholders to implement Board-approved recommendations
- Participate in PWSRCAC and external (industry and/or regulatory) working groups related to assigned projects
- Work with Council stakeholders to implement Board-approved recommendations
- Respond to public inquiries on assigned projects
- Provide guidance for and coordinate with for project manager assistants
- Perform research as needed, including literature review, archival research, and field work

Contract Management

- Research, develop, implement, and manage projects related terminal operations monitoring and evaluation, including budget and partnership development
- Draft requests for proposals (RFPs) and contracts for review and approval by senior management
- Work with the Project Manager Assistant to advertise RFPs, respond to inquiries, and coordinate review of proposals received
- Present contractor selection, within approved budget parameters, to the appropriate approving authority
- Draft and negotiate contracts in coordination with Executive Director, Director of Administration, Director of Programs, and Financial Manager.
- Review, manage, and verify invoices and progress reports; work with Financial Manager, contractor, and supervisor to address contracting issues and assist as needed
- Distribute deliverables as needed, in coordination with support staff
- Coordinate on-site visits as appropriate
- Keep the Executive Director, Director of Programs, and management staff informed of project activity and provide prompt briefings on all sensitive issues
- Coordinate final presentation and report approval for the Board of Directors

PWSRCAC Committee Coordination

- Serve as staff lead for PWSRCAC's Terminal Operations and Environmental Monitoring (TOEM) Committee; keep the group informed about the status of projects, actively seek their input, and participate in monthly TOEM Committee meetings
- Work with Project Manger Assistant to arrange TOEM agendas and supporting materials, set up meetings, and coordinate committee activities
- Recruit, coordinate, and facilitate PWSRCAC project teams and working groups as needed
- Facilitate the Long Range Planning process for TOEM, including development of committee project ideas, drafting project proposals and budgets, and project implementation as assigned
- Coordinate with other project managers on TOEM activities and the needs of the other standing committees
- Provide updates and presentations to TOEM and other technical committees, and from the committee to the Board
- Prepare and maintain status reports for assigned program and projects
- Coordinate TOEM activities with other committees as needed and as appropriate
- Seek advice on scientific aspects of TOEM activities from PWSRCAC's Scientific Advisory Committee (SAC)

Budget/Administration

- Participate in Long Range Planning process
- Develop and administer project and program budgets
- Review and authorize invoices within spending authority
- Work closely with administrative staff for clerical assistance

- Research and develop alternative funding opportunities as directed

General

- Become proficient with operations and systems at the Valdez Marine Terminal
- Periodically brief members of the PWSRCAC staff and volunteers on operations and systems at the Valdez Marine Terminal
- Work with the PWSRCAC volunteers, regulatory agencies, the oil industry, other groups, and the general public to maintain effective public relations and to further PWSRCAC's mission
- Maintain contact with other groups and agencies to ensure that projects do not duplicate activity underway, planned, or completed by others
- Stay informed on environmental monitoring issues as they pertain to the operation and maintenance of the Valdez Marine Terminal
- Stay informed on current oil spill prevention and response issues, especially in Alaska
- Assist with volunteer support and coordination in cooperation with other staff
- Determine education and training opportunities that may be of benefit; attend such training as approved
- Submit trip reports for work travel such as conferences
- Participate as a member of the PWSRCAC Emergency Response Team at drills and incidents as assigned
- Coordinate with Director of Communication to respond to media inquiries, external stakeholders, and the public and respond to such inquiries as directed
- Travel as assigned
- Maintain positive work relationships with agencies, industry, and other groups
- Ensure all work efforts are conducted in accordance with approved policies and procedures
- Other duties as assigned

MINIMUM REQUIREMENTS

Education

- Bachelor's degree or equivalent experience in a scientific or engineering discipline
- Advanced degree or equivalent experience is preferred

Experience

- Three years project management or similar experience
- Experience with facility operations preferred in the petroleum industry, environmental or related field
- Contract management experience
- Experience in a scientific or engineering discipline

Preferred Knowledge, Skills, & Abilities

- Familiarity with the region impacted by the Exxon Valdez oil spill
- Interest in oil spill prevention and response issues as well as Alaska's natural resources

- Proficient with Microsoft Teams, Word, Excel, PowerPoint, and Outlook
- Ability to analyze data and interpret statistics
- Strong negotiation, presentation, and facilitation skills
- Strong written and oral communication skills including the ability to communicate technical information to a nontechnical audience
- Work under pressure and meet tight deadlines
- 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.