

WARM SPRINGS POWER & WATER ENTERPRISES

JOB DESCRIPTION

POSITION TITLE: **Project Lead**

REPORTS TO: **General Manager**

POSITION SUMMARY:

Represents Confederated Tribes of Warm Springs/Warm Springs Power & Water Enterprises (WSPWE) interests in renewable energy project development and in projects supporting the operation of the Pelton-Round Butte Hydroelectric Project on the Warm Springs Reservation.

At the discretion of WSPWE Management, this position will have the opportunity to learn about the broad scope of the energy business and may be assigned additional responsibilities for other energy related activities based on the incumbent's developmental progress.

SPECIFIC DUTIES:

- Performs day-to-day project management oversight to protect the interests of WSPWE in planned or active projects associated with the Pelton-Round Butte Hydroelectric Project, or new projects related to renewable energy development.
- Works collaboratively and professionally with Project Developers or Project Managers from entities performing project work for WSPWE.
- Promotes open and frequent communications with Project Developers and Project Managers regarding ongoing project status.
- In coordination with WSPWE management, secures internal and external resources necessary for successful project execution.
- Monitors project progress for compliance with project plans and specifications.
- Monitors project progress using appropriate project management tools and techniques.
- Develops project management plans and reports to monitor and track project progress.
- Develops project summaries to share with stakeholders and tribal management.
- Creates and maintains comprehensive project documentation.
- Establishes and maintains positive professional relationships with third parties, involved CTWS Departments, and project stakeholders.
- Routinely advises WSPWE management of project status.
- Manages grant oversight for projects, as applicable.
- Monitors renewable energy industry trends.
- Assists with other project management duties as assigned.

EDUCATION, EXPERIENCE AND SKILL REQUIRED:

- Bachelor's Degree; Project Management, Production Management, or Business Operations
- Excellent written and verbal communication skills.
- Excellent client-facing and internal communication skills.
- Solid organizational skills including attention to detail and multitasking skills.
- Work experience in project or operations management.
- Background in process improvement methods.
- Adept critical thinking and negotiation skills.
- Ability to acquire knowledge of renewable energy project techniques and specifications.
- Must have a valid Oregon Driver's License

SUCCESSFUL PERFORMANCE REQUIRES:

- Initiative in handling minor day-to-day problems.
- Ability to manage multiple assignments simultaneously.
- Ability to anticipate project needs and potential obstacles to successful project completion.
- Ability to organize and maintain records and reports identified under specific duties.
- Ability to communicate and work effectively with people at various levels within an organization. Coordination and cooperation with outside entities and tribal departments is critical in performing the duties of this position.
- Exercise of careful judgment, diplomacy, and tact.

Compensation Range: \$32 - \$40 per hour based on education and experience.

Personal Time Off: 14.67 hours per month (22 days per year).

401k with up to 5% match of gross pay.

**Interested Applicants should email their cover letter and resume to:
Heather Alford, Warm Springs Power & Water Enterprises
heather.alford@wspower.com**

Deadline to apply: April 26, 2024