



NON-BARGAINING UNIT JOB POSTING

POST: Internal/External

DIVISION: Operations

DEPARTMENT: Project Engineering

MAX # OF OPENINGS: 1

**JOB TITLE: Supervisor,
Portfolio Management**

SALARY GRADE: Technical, Grades 8-9 (\$73,900-\$127,400)

GENERAL SUMMARY OF DUTIES:

Responsible for leading, strategically planning, organizing, and managing portfolios of capital projects. Collaborates with and supervises Project Managers and supporting staff who are responsible for managing the design, construction, and management of the projects. This position is integral to the implementation of the organization's strategic plan. The Portfolio Management Supervisor reports to the manager of Project Engineering.

ESSENTIAL FUNCTIONS

- Oversees a collection of projects, programs, and portfolios grouped together to meet strategic business objectives.
- Manages the project calendar which details capital engineering projects and readjusts the calendar based on changes in deadlines and resource allocation.
- Serves as the strategic director of projects and coordinates project logistics.
- Reviews project tasks, scheduling, and prerequisites when adding information to the project calendar to ensure the appropriate projects are prioritized and completed on time and on budget.
- Prioritizes projects and evaluates them for risk once projects are identified and approved from the asset management department.
- Facilitates and directs the completion of the work outlined.
- Responsible for providing recommendations to the capital budget for the execution of project stages.
- Supervises engineers responsible for projects and programs under the project engineering umbrella.
- Develops and enhances technical skills to keep abreast of current technologies, utility and engineering best practices.
- Writes documents and reports and makes oral presentations.
- Manages the cadence and flow of information.
- Maintains a focus on continuous improvement and identifies opportunities to improve PM processes.
- Supervises Project Managers and supporting staff as needed and assists in removing obstacles that either delay or prevent projects from being completed.
- Performs other related duties as assigned or necessitated by job responsibilities
- Attends training for safety or skills improvement as required by supervisor, BWL or governmental agency

JOB SPECIFICATIONS:

- KNOWLEDGE
- SKILLS
- ABILITIES

Required: Bachelor's Degree in Engineering from an ABET accredited university, or an equivalent combination of education and experience; 7 years of increasing responsibility in engineering, construction management, or project management; 2 years of leadership experience or enrollment in the BWL Emerging Leader's program; knowledge of project management principles and related software; knowledge of SAP and Project Management Institute (PMI) standards; excellent written and oral communication skills; proficient knowledge of MS Office; ability to balance multiple priorities and meet competing deadlines; ability to work within and across functional area silos.

Preferred: Project Management Professional (PMP) certification or Portfolio Management Professional (PfMP) certification; Professional Engineers (PE) License; utility experience.

PHYSICAL REQUIREMENTS:

Moderate stooping, crouching and kneeling. Ability to lift up to 30 lbs. of equipment, material and tools. Able to transport oneself to off-site locations on demand. Occasional out of town travel required. Occasionally required to enter confined spaces. Ability to retrieve information from handwritten and typed design, reference and operational manuals, computerized data and information systems and drawings. Contacts with design personnel, vendors, construction crews, customers, and others require good verbal and written communication skills. Must be able to drive a vehicle. Frequently required to talk, hear and listen. Must have transportation to offsite meetings, plants, and construction sites on demand.

WORKING CONDITIONS:

Frequently exposed to adverse elements such as dust, noise, job site conditions, and inclement weather. Exposure to high voltage environment.

TO APPLY:

Email resume, cover letter and application to bwlijobs@lbwl.com with *Portfolio* in subject line or mail to: BWL Human Resources, Attn: *Portfolio*, P.O. Box 13700, Lansing, MI 48901. Applications can be downloaded at www.lbwl.com. **The deadline for submission is July 23, 2019.**

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