



City of Naperville
Employment Opportunity

Job Title:	Electric Utility Project Manager - 9020
Closing Date:	When Filled
Salary:	\$70,444 to \$111,223 annually commensurate with experience
Job Type:	Full-Time
Location:	DPU-E Supply & Control, 1392 Aurora Ave., Suite 200, Naperville, Illinois
Department:	Department of Public Utilities - Electric

Job Description:

The City of Naperville's Electric Utility Department seeks a Project Manager possessing three or more years' experience leading technical projects to focus on the Department's projects related to the installation and maintenance of electric facilities.

The Project Manager will manage various projects for the Electric Utility Department with an emphasis on residential and commercial power projects. The Project Manager serves as the initial utility contact to inform and prepare customers on residential and commercial service requests. The Project Manager then works with developers, contractors, residents, other city departments and Utility staff to facilitate the installation and maintenance of electric facilities.

The Project Manager establishes each project's initial scope, schedule, and commitment dates. They also serve as the internal and external communication hub guiding stakeholders through City Code, process, and procedure to ensure electrical projects are completed in a timely and cost-effective manner. The Project Manager identifies and coordinates internal and external resources and talent for assigned projects, coordinates and monitors project work performed by City staff and/or contractors, and ensures conformance to project specifications, budgets, and timelines. The Project Manager also manages longer-term projects such as cable injection, breaker replacement, or renewable energy programs.

Responsibilities:

- Developing project plans, schedules, specifications and measures for progress and quality
- Monitoring the progress of projects and proposed property development, and advising the division manager accordingly
- Developing bid requirements and reviewing & recommending appropriate equipment, supplies & vendors for the project
- Inspecting project-related work and approving payment to vendors for completed work
- Establishing and communicating project milestones
- Providing other departments with information related to electric projects and requirements
- Making recommendations of plan reviews, site plans, tenant plans and annexation agreements to the division manager
- Providing direction, guidance, and technical support to project team members; resolving conflicts and solving problems among project team members
- Developing and delivering presentations to stakeholders and/or at public meetings on project progress, variances, expenditures, and outcomes
- Responding to project-related inquiries
- Performing analytical, mathematical, or technical studies as assigned to prepare a variety of project-related reports and propose actions
- Conducting field walk downs when appropriate to identify and analyze corrective and preventive maintenance, modification, and project activities
- Preparing specifications and making recommendations for the purchase of related services & equipment
- Reviewing other utilities' requests to work in the public right-of-way
- Providing developers with policies regarding land development
- Attending project and utility coordination and concept meetings
- Reviewing engineering designs and work orders with the division manager.

The Project Manager is accountable for the success or failure of projects. They direct project teams to meet defined goals while motivating them. The Project Manager mitigates obstacles and manages expectations by aligning projects to business goals, managing stakeholders, and communicating project status.

Qualifications:**Required:**

- Bachelor's Degree in a related field (construction or project management, engineering, etc.)
- Three years' related experience (leading and/or directing projects, or similar). Professional project management certification (or BICSI) certification may be substituted for some of the required education and/or experience.
- Valid State of Illinois Driver's License.

Preferred:

- Previous experience working for an electric utility.
- Previous PMBOK training or Project Management Professional (PMP) certification

Additional Information:

The City of Naperville, Illinois is a dynamic community of 148,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

APPLY ON-LINE AT:

<http://www.naperville.il.us/careers/>

Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application.

THE CITY OF NAPERVILLE IS AN E. O. E.

[CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.