



Job Title: Manager – Gas Projects

Requisition Number: 13147BR

Location: Akron, Ohio

Job Summary:

Dominion East Ohio has a key position open for a Gas Projects Manager in our Akron, Ohio offices. This Project Manager will:

- 1) Direct and manage key pipeline construction or maintenance projects;
- 2) Manage total project lifecycle from conception to final completion, including project scope, budget, milestones and deliverables;
- 3) Define and manage resource requirements;
- 4) Communicate with internal/external customers to obtain requirements and expectations for projects and perform preliminary estimates for the customer based upon this information;
- 5) Direct scoping teams to determine cost effective, efficient solutions to meet customer needs;
- 6) Ensure adherence to design and construction standards;
- 7) Approve project expenditures;
- 8) Ensure coordination between project functional groups, including, but not limited to Design, Construction, Operations and Planning;
- 9) Ensure proper project documentation/reporting;
- 10) Generate/handle correspondence/bids/quotes with outside companies/contractors;
- 11) Support activities post-construction;
- 12) Ensure project closings are done in a timely fashion in accordance with Company policy;
- 13) Ensure project billing is completed and contractor invoices are submitted for payment.

This position #13147 will not provide paid relocation assistance. Valid driver's license required.

Knowledge, Skills, & Abilities:

Required: At least 5 years experience in project management of infrastructure projects. Includes direct experience in managing project scope, schedule, and budget, and proven communication, leadership/supervision and negotiation skills.

Strongly prefer: Gas pipeline Design & Construction experience

Other Knowledge, Skills, Abilities and Experience:

- 1) Proven ability to establish and monitor project budgets, scope and schedules;
- 2) Proven ability to work with and develop rapport with all levels of management and staff;
- 3) Proven ability to direct human resources, including contractors, toward a common goal;
- 4) Proven ability to represent the project and the company in public forums;
- 5) Experience in contract negotiations, contract writing and administration;
- 6) Proven decision making skills;
- 7) Strong planning and organization skills;
- 8) Ability to manage multiple priorities and projects simultaneously;
- 9) Strong MS Office skills to include Excel, Word and MS Project (or similar project application).

Education:

Preferred: Bachelor's degree in Engineering or Business

Prefer: PMP certification

Required: Minimum of High School diploma or GED

For a more detailed job description and to apply, please visit www.dom.com/careers and reference Requisition number 13147BR.

Dominion is an equal opportunity employer and is committed to a diverse workforce.

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