



A Touchstone Energy® Cooperative 

JOB OPENING

RAPPAHANNOCK ELECTRIC COOPERATIVE
FREDERICKSBURG, VIRGINIA

PROJECT MANAGER

PROJECT MANAGEMENT OFFICE

Job Posting #: 21FB03042019

Job Grade: 13

Job Classification: Exempt

EDUCATION:

Bachelor's Degree in Engineering, Management Information Systems, or business-related discipline required. Graduate degree preferred. Project Management Professional (PMP) Certification required. Must complete at least one (1) professional development activity annually.

EXPERIENCE:

Five or more years of project management experience required. Previous experience managing medium-large project teams preferred. Experience with administering Microsoft SharePoint and Project Online considered a plus.

JOB KNOWLEDGE:

A thorough knowledge of formal project management methodologies, tools, and techniques, is required. Must be familiar with all phases of project lifecycle management. Familiarity with the Project Management Body of Knowledge (PMBOK) is desired. Must possess strong familiarity with project management software, such as Microsoft Project, and be technically competent with various standard business software programs. Must be able to create financial cost analysis models and budgets, and develop metrics to evaluate project results. Must be able to develop risk mitigation approaches and strategies to manage investment risk and justify proposed investments and solutions. Must have demonstrated experience in cross-functional team building. Must possess basic computer skills, to include a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel, Word and PowerPoint as required by job responsibilities.

ABILITIES AND SKILLS:

Must possess strong organizational skills, with the ability to effectively prioritize and execute tasks in a high-pressure, deadline driven environment. Must be adept at working both independently and in a team-oriented, collaborative environment, and have good "people" skills. Must be able to conform to shifting priorities, demands, and timelines through analytical and problem-solving capabilities. Must remain flexible during periods of change. Ability to understand communication styles of team members and contractors who come from a broad array of disciplines is required, as is the ability to remain persuasive, encouraging, and motivating. Must be able to gain cooperation from and effectively collaborate with a variety of sources, including senior management, other departments, and vendors/contractors, and be able to defuse potential conflict when necessary. Must be able to communicate effectively both verbally and in writing, and have proven presentation skills. Perform other duties as assigned.

WORKING CONDITIONS:

Most of the work will be performed in an office setting; however, some travel may be required for the purpose of meeting with other departments, clients, stakeholders, or other off-site personnel. Some overnight travel may be required. Must be able to participate in training sessions, presentations, and meetings.

HOW TO APPLY:

RESUMES MAY BE FAXED TO 540-891-5990 or E-MAILED TO rech@myrec.coop BY 5:00PM ON MARCH 18, 2019. INCLUDE JOB POSTING #21FB03042019 IN THE SUBJECT LINE.