



Title:
Project Analyst
Level:
2
FLSA Status:
Non-Exempt

Division:
Engineering
Department/Location:
Research and Development
Employment Status:
Regular Full Time

SUMMARY

This position reports to the Chief Engineer of the Authority. The Project Analyst will also work closely with the Centralized Maintenance Department and the Solid Waste and Wastewater Divisions. This position will research and report on considered or proposed capital funded projects; including alternative energy projects and improvements to capital infrastructure and equipment. The Project Analyst will also research, analyze, and report on existing, considered, and proposed ACUA endeavors, operational changes or permit initiatives that impact the budget and finances of ACUA. In addition, the Project Analyst position will be responsible for researching and preparing Federal, State and other grant funding opportunities.

RESPONSIBILITIES

- Provide economic and financial reports and summarizing analysis.
- Provide market research, studies and collect information for project recommendations.
- Assist with planning, permitting, and other requirements.
- Prepare or assist in preparing Request for Proposal and/or Bid Specifications.
- Monitor project development
- Assist in maximizing the efficiency of completing the current mandated permits and quality reports.
- Monitor projects or improvements as it relates to project and economics of project
- Monitor projects or improvements for performance, provide status reports
- Review and analyze existing projects and initiatives for compliance, for performance as it relates to the implementing objective for said project, improvement or initiative, and for financial performance.
- Review of contracts and invoices submitted by external contractors, consultants and other related businesses.
- Project Management of outside consultants.
- Responsible for researching governmental financial aid opportunities and making recommendations to apply.
- Responsible for preparing, submitting and tracking grant applications.
- Identifies and develops performance metrics and KPI's to implement continuous improvement objectives in conjunction with overall O&M goals and business needs.
- Develops and monitors data visualizations based on organizational needs.
- Identifies and recommends operational process improvements as it relates to the Asset Management within the department and assists with the implementation.
- Coordinate with other departments and other governmental agencies as needed, and act as liaison for ACUA.
- Act as ACUA advocate, particularly as it relates to job responsibilities and ACUA initiatives.
- Reviews and makes recommendation of policies as it relates to project or improvement.
- Attend staff and project meetings.
- Reviews resources and participates in strategizing of solutions to assist the ACUA in fulfilling its mission.
- Perform other duties as directed by Supervisor.
- This is a safety sensitive position. A safety sensitive position is a job which includes work duties in which an employee's performance of the job impacts the safety of themselves or others. The term includes jobs where performing a task poorly or failure to perform it all could result in a safety incident. A person in a safety sensitive position must have the ability to perform a given set of tasks effectively without exception, on an ongoing basis.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in a related field
- Minimum 1 year applied experience

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Valid driver's license in good standing
- Strong analytical, financial, and business skills



ACUA

Atlantic County Utilities Authority

- Exceptional organizational and written and verbal communicational skills, including presentation skills.
- Ability to take initiative and project supervisory skills.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint) and other related applications.
- Highly experienced in data analysis and manipulation with Excel.
- Database management experience.

PREFERRED QUALIFICATIONS

- Experience with cost accounting, internal control audits, MBA preferred
- Experience with data visualization software (i.e. Tableau, Power BI, etc.)

PHYSICAL REQUIREMENTS

The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer’s expectations for the job title. While performing the functions of this job the employee:

Constantly communicates, converses and exchanges information with customers, the public and other employees in person, electronically and/or via telephone. Constantly operates computer devices and/or business productivity machinery. Must be able to remain in a stationary position for at least 50% of the time. Frequently moves about inside the office to access file cabinets, office machinery, etc. Occasionally moves and transports supplies and materials up to 10lbs.

Job Description Acknowledgement

<i>Employee (Print Name):</i>	<i>Employee’s Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor’s Signature:</i>	<i>Date:</i>