



**KERRVILLE
PUBLIC
UTILITY
BOARD**

JOB DESCRIPTION

TITLE:	Project Manager	POSITION STATUS:	
GRADE:	10	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
DEPARTMENT:	Engineering	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt
REPORTS TO:	Director of Engineering		

JOB SUMMARY

This position is responsible for the planning, coordination and management of various projects and initiatives across the organization. This role ensures that project timelines, resources, budgets, and stakeholder communication are effectively managed to support successful project implementation.

RESPONSIBILITIES

- Develop and prepare project objectives, deliverables, scoping, and scheduling documentation and present to stakeholders for acceptance and resource planning.
- Create and maintain detailed project schedules with appropriate task breakdown for the resources and stakeholders involved.
- Monitor project schedules through continuous evaluation of resource constraints, material lead times, and contracted timelines.
- Manage multiple projects simultaneously while balancing resource and budget utilization across all projects.
- Support major projects and initiatives including substation upgrade projects, fiber extension projects, distribution line upgrade projects, annual inspection programs, and other special projects and initiatives assigned.
- Coordinate with internal and external resources as needed for project implementation.
- Review, approve, and/or develop bidding documents according to KPUB procurement standards.
- Conduct formal bidding, evaluation, and contracting process according to KPUB purchasing policies.
- Prepare requisitions, purchase orders, workorders, and reports working in KPUB financial system.
- Identify, assess, and mitigate project risks related to scope, schedule and budget.
- Build and maintain collaborative relationships with stakeholders involved in various projects including operations, engineering, and customer service.
- Monitor project progress against budget, baseline milestones and prepare reports for stakeholders, KPUB management, and the Board of Directors as needed.
- Maintain the security of confidential information.
- Create and maintain comprehensive project documentation and develop resources and

Reviewed By:	Tony Perez	Title:	Director of Engineering
Approved By:	Annette Guerra Gonzales	Title:	Director of Human Resources
Last Revised Date:	12/05/2025	Date Issued:	02/01/2012



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standardized templates to provide consistency across projects.

- Lead project meetings and ensure clear, timely communications across teams.
- Perform other duties as assigned by the Director of Engineering or General Manager.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Engineering, Construction Management, Project Management, or a related field; OR equivalent combination of education and directly related experience.
- Five (5) years of direct project management experience required.
- Electric utility or infrastructure project management preferred.
- PMP certification a plus.

Knowledge, Skills & Abilities:

- Proficiency with project scheduling tools, business enterprise software, and Microsoft Office Suite.
- Ability to train others and has specialized knowledge to serve as a subject matter expert.
- Ability to lead, mentor and guide peers.
- Ability to document procedures, best practices, and lessons learned.
- Strong organizational skills; ability to manage and prioritize multiple priorities.
- Ability to analyze problems, collect data, establish facts and draw valid conclusions.
- Effective verbal and written communication.
- Ability to operate office equipment and software used in project management.
- Ability to perform basic mathematical calculations.

Requirements:

- Valid Texas driver's license with acceptable driving record.
- Bondable.
- Ability to perform job functions with or without reasonable accommodation.

Physical & Work Environment Requirements:

- Work is primarily performed in an office environment but includes some fieldwork.
- Must be able to lift and carry up to 50 pounds of materials.
- Must be able to sit, stand, walk and operate office and field equipment.
- Field visits may involve uneven terrain, outdoor exposure, and use of required PPE.

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Employee Statement of Understanding:

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN KERRVILLE PUBLIC UTILITY BOARD (KPUB) AND THE EMPLOYEE. Nothing in this position description restricts KPUB's ability to assign, reassign or eliminate duties and responsibilities of the job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Date:

Employee's Name (Please Print)

Current Job Title

This signed job description will be placed in your employee file.