

Sr Program Manager

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Company: Alutiiq, LLC

Location: 横須賀市

Category: other-general

Ship Repair Facility Japan Regional Maintenance Center (SRF-JRMC) Yokosuka and Carrier Project Team Code 300 Work Integrator

Carrier Project Management Support:

Support the Project team in the execution of planned shipboard equipment/system repairs in accordance with reference (a) and (b); identify potential issues and provide recommendations for the Project team to implement and facilitate on-time completion of repairs.

Support and communicate materials, parts, and equipment deficiencies to support planned shipboard equipment/system repairs. Track and communicate material deficiencies to the Project Material Manager for resolution.

Provide daily status updates regarding assigned equipment/systems repairs to Assistant Project Superintendent (APS) or Project Engineer Planning Manager (PEPM), including resources/material constraints and recommended actions.

Participate in daily project team production coordination meeting(s) and provide updates.

Ensure project management databases are updated and accurately reflect current work status.

Support the Project team in identifying and resolving issues to ensure safe execution of work and efficient use of resources.

Provide technical assistance to trade skill supervisors, setting deadlines, priorities and sequences to be followed for work operations in accordance with established schedule requirements, taking into consideration available trade skill supervisors, workers, equipment facilities, materials and tools, participate in planning efforts and schedule

development.

Support the analysis of new and growth work and communicate recommendations to the APS or DPS to ensure timely induction or disapproval.

Support the analysis of scheduling data on a daily basis and communicate recommendations to the APS and PEPM to improve cost and schedule performance.

Provide assistance to the APS or PEPM including, but not limited to maintaining temporary buildings assigned to the Project team, inventory of project team supplies, review and drafting of project lessons learned and project briefing documents, and participation in Project management process improvement working groups.

Develop and present recommendation to APS or PEPM or DPS on ship repair and the capabilities, resources, and facilities of SRF-JRMC shops. Evaluate ability to perform within specification/contract requirements and determine the effect of added work, and provide recommendation to APS or PEPM or DPS

Evaluate current labor rates and material costs in order to provide planner estimates and recommend training when needed to the APS or PEPM or DPS.

Evaluate current workloads and scope of an impending job order in order to make recommendations to whether or not work should be accomplished in-house, contracted out or screened for ship's forces to the APS or PEPM or DPS.

Develop and present recommendation to APS or PEPM or DPS on ship repair and the capabilities, resources, and facilities of SRF-JRMC shops. Evaluate ability to perform within specification/contract requirements and determine the effect of added work, and provide recommendation to government rep.

Evaluate current workloads and scope of an impending job order in order to make recommendations to whether or not work should be accomplished in-house, contracted out or screened for ship's forces to the APS or PEPM or DPS.

Provide daily status on ongoing work within the IT systems required at SRF-JRMC. Provide and generate a status report on all work items that have been scheduled within the government designated IT systems, once the schedules have been approved by assigned government APS. Update and maintain schedules executed Contractors and SRF-JRMC Shops prior being marked as completed in the scheduling report and keep the APS or PEPM or DPS.

Able to track ALL material items ordered for each job order and provide a bi-weekly report to the APS or PEPM or DPS on status of all materials.

Capture lessons learned through the facilitation of various improvement events and workability meetings and present those to APS or PEPM or DPS.

Alleviate production delays, scheduling conflicts, insufficient material, faulty processes, and labor shortages and provide recommendation to APS or PEPM or DPS.

- a. The contractor shall serve, in Yokosuka, Japan, as an SRF-JRMC Work Integrator supporting the Forward Deployed Carrier, interfacing with all levels of ship's force, and reporting to SRF-JRMC Yokosuka carrier senior team management.
- b. Integrate and monitor work assignments on an immediate and long-range schedule and provide to the government that detailed plan.
- c. Monitor and integrate all work and provide government rep with recommended deadlines, priorities and sequences to be followed for work operations, coordinate and assist trades/shops for scheduling and completion of work that supports the zone work package but is not accomplished within the zone boundaries.
- d. Communicate recommendation to Government personnel within all departments, offices and divisions, including; Carrier Program Manager, Deputy Carrier Program Managers, Assistant Project Superintendents, Business Office personnel, C900 shop supervisors, Project Material Managers, C200 planners, C246 Work Control Manager, C245 Trouble Desk, and other personnel involved in shipboard engineering work.
- e. The Contractor shall provide professional and technical support to Assistant Project Superintendents in order to facilitate meeting project execution Milestones and Key Event requirements. The Contractor shall conduct preliminary data collections for data analysis by Assistant Project Superintendents using Advanced Industrial Management (AIM), Project Sequencing Schedule, Performance Measure and Control.
- f. The Contractor shall use quality and performance studies related to maintenance package plans and compile work packages to government rep. These work packages consist of Task Group Instructions (TGIs), Work Authorization Forms (WAFs), shop process procedures, NAVSEA drawings, appropriate and applicable Quality Assurance forms and records, work control documents, space control documents and other applicable standards and instructions.
- g. Provide input, tracking and certification of work in the AIM database, identify key events and milestones in the AIM/PSS Databases, validate Job Sequence Number information and apply filters for what work is required to be entered into the AIM Database to the Government rep.
- h. Manage the entry of add/auto-load of Ship's Work Line Item Number/Job Control Number

(SWLIN/JCN) information for SRF-JRMC engineering line items and make recommendations to the Government Business Office based on changes or rescreening of work. Monitor progress, certify, and provide recommendation to cancel Component Unit (CU) phases in the AIM Database, and update engineering line items to reflect work completion or work deferral/cancellation in the AIM Database to Government Business Office.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

Contractor personnel shall possess the necessary knowledge and skills necessary to carry out all assigned duties. Personnel shall have a working knowledge of the Microsoft Office Software.

Must have USN Repair background.

Please note that pursuant to a government contract, this position requires U.S. Citizenship status.

Must have Secret Clearance at a minimum for this position.

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