

PROJECT MANAGER

Classification: EXEMPT

Department: ENGINEERING

Reports to: Engineering Manager

Date:

Position Overview:

Manages all aspects (planning, execution, reporting, etc.) of projects of various complexity from inception to conclusion. The project manager will represent the company with client representatives on virtually any range of subjects related to a project.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. As the point of contact on assigned projects, performs a variety of highly skilled duties such as: assembling, coordinating, and managing multidisciplinary technical review teams.
2. Oversee multiple projects simultaneously.
3. Facilitates and troubleshoots the myriad of problems associated with developing complex systems or with coordinating and development, and design projects.
4. Provides highly skilled technical and management advice and assistance to department management and personnel.
5. Responds to inquiries about projects.
6. Chairs various project review and pre-submittal meetings.
7. Establishes and maintains liaison as required with boards, committees, and commissions.
8. Assists in developing departmental plans, goals, objectives, policies, and procedures.
9. Performs project design for engineering projects.
10. Ability to understand drawings (building and process).
11. Manage design/scope changes through change orders.
12. Manage material procurement and delivery.
13. Coordinates schedules of staff and other interested parties.
14. Ability to identify, assess and minimize project risks until successful projection completion.

Competencies:

1. Project Management
2. Budgeting.
3. Forecasting.
4. Technical Capacity.
5. Communication Proficiency.
6. Problem Solving/Analysis

Qualifications and Skills**Education and Experience:**

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

1. High School Diploma or GED is required.
2. Training or experience in computer applications is necessary for job-related requirements.
3. Experience with Microsoft Suite of Programs
4. OSHA30; Safety background
5. 2 – 4 years' experience in an industry project management position or related field or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

Preferred Education and Experience:

Associate degree or higher from an accredited college or university.

Supervisory Responsibility:

This position has no supervisory responsibilities.

Work Conditions:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The employee is occasionally exposed to a variety of extreme conditions at job sites. The noise level in the work environment and job sites can be loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to lift to 50 pounds. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Expected Hours of Work:

The days and hours of work are Monday through Friday, 8:00 am to 5:00 pm. Occasional evening and weekend work may be required as job duties demand.

Travel:

Travel is primarily local during the business day, although some projects may require more out of the area and overnight travel.

Work Authorization:

Employee must be authorized to work in the United States

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

*This job in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties, and training as requested by their supervisor.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the way they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

12/03/2018