



Project Manager Job Description

Job Title: Project Manager

Department: Operations

FLSA Status: Exempt

Employee Name (print): _____

Summary

Under general supervision, responsibilities include planning, scheduling, organizing and directing, application engineering, material and equipment procurement, field installation and start-up of assigned projects. Ensures projects are effectively executed within budgeted cost and time schedules and ensure positive cash flow. In addition, position is key interface with the customer and responsible for maximizing customer satisfaction, safety, and quality assurance on all assigned projects

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Manage, oversee and coordinate all aspects for medium to large, typically more complex projects from award through completion of project, including overall site management of project(s) for successful and timely completion within budget as required by the contract.
2. May handle multiple projects simultaneously.
3. Prepare project installation plan, manages the plan and prepares and implement job procedures.
4. Translate a wide variety of customer needs/requirements requiring originality and ingenuity into detailed proposals and project implementation plans to meet customer requirements.
5. Review and approve estimated costs prior to bid.
6. Provision of technical assistance to sales force as and when required.
7. Supervision of project design engineering
8. Supervision of installation labor and subcontractor's preparation of project schedules, subcontracts, change proposals, project invoices; manages collections on projects.
9. Proactively communicate project requirements to project team and wider organization as and when required and maintain accurate and up to date records of job status, job

changes, material flow and other control records necessary for processing of internal and external reports.

10. Identify potential project risks and develop/implement strategies to minimize impact and control deviations from estimated costs and project deadlines.
11. Proactively communicate project schedules, project change proposals and related project activities on a regular basis with customer and seek to continuously improve customer satisfaction.
12. Coordinate the procurement of materials, supplies, services and controls necessary for timely and cost-effective completion of project within budget.
13. Establish project milestones and analyze costs.
14. Utilize financial systems to review actual vs. estimated job cost and provide timely and accurate project cost reports
15. Identify reason for low job site productivity and determine impact on the project.
16. Adjust or correct project plan and/or project cost estimates as necessary to meet financial goals.
17. Manage the execution and review of all scope of work, terms and conditions in customer contracts including cost control, delivery fulfillment, and quality of service and other customer requirements as they arise.

Supervisory Responsibilities

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Attendance & Punctuality
- Business Ethics
- Change Management
- Conflict Resolution
- Cooperation
- Customer Service
- Delegation
- Diversity Commitment
- Judgment
- Leadership
- Managing People
- Performance Coaching
- Personal Appearance
- Project Management
- Quality Management
- Written & Verbal Communications

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Four or more years of relevant work experience. Technical or project management experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office (Word, Excel, PowerPoint, Access, Publisher, Outlook, and Internet Explorer), Microsoft Visio, Microsoft Project and NetSuite.

Certificates, Licenses, Registrations

Project Management Institute (PMI) certification preferred; industry-specific certifications and/or licenses desired; must have valid driver's license with a clean driving record.

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

While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee is occasionally required to stand, walk, use hands and fingers to handle or feel, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. There are no specific vision abilities required by this job.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is, may frequently be, exposed to wet working near moving mechanical parts, wet or humid (non-weather) conditions, working in high, precarious places, fumes or airborne particles, outdoor weather conditions, extreme cold/heat (non-weather), risk of electrical shock, and vibration. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud. It can range from normal office conversation to a new construction level, requiring hearing protection be worn.

Safety Awareness

Continuous attention and adherence to personal safety and the safety of those around you is required.

X

Employee Acknowledgement/ Date