



<b>Job Title:</b> Project Manager	Dept:	Engineering
Reports to: Director of Engineering	Division:	Ithaca, NY
Hours: Full-time / 40 Hrs/Week	Rev Date:	09-03-21

### **Primary Function**

The Project Manager position is a key position in the Transonic Team in that it maintains the main project management tool at Transonic and utilizes it to lay out projects, track them, identify potential issues in resource allocations, timelines and deliverables to provide both the project and the management teams with the metrics and information required to drive both projects and the business as a whole. The Engineering PM is responsible for leading cross-functional teams in the New Product Development (NPD) and Sustaining Engineering efforts to bring new and innovative flow measurement devices from concept to commercialization in the medical device, life science and OEM industries. This role needs to be able to apply Project Management best practices, tools, methodologies and techniques to meet the needs and expectations of all stakeholders.

### **I. Duties and Responsibilities**

- Able to learn and work within the current set of project management tools deployed within the company (Celoxis, GitLab)
- Communicate effectively at the company executive level, the project management level and at the individual contributor level
- Be able to effectively oversee multiple projects each held by different project managers with various degrees of PM experience. Help guide direct project management staff to effectively manage their projects - this would involve helping them to establish the needed tasks and dependencies, scheduling, required resources and working with them on time management.
- Responsible for coordinating the daily task allocations, checking in with team leaders to advise on potential resource allocation conflicts and helping to ensure the priority of work established by the company as a whole is followed and conflicts are escalated to the management team for solutions.
- Hold regular technical team meetings to determine progress and address any questions or challenges regarding projects.
- Be able to handle project risk analysis and remediation to ensure overall company project goals are met
- Utilize the company's project management tool to design and distribute formal reporting to internal management and the company's OEM clients that are funding various projects. Reporting can include assigned project budgets, manpower utilization including shortages, skill set analysis for needed resources to rectify shortages, and scheduling issues
- Effectively negotiate with multiple cross company resources for timing and scheduling of resources, facilities, infrastructure, and other assets
- Understand the revenue impact of project management decisions taken and help guide project teams in this understanding
- Perform other work-related duties as requested, directed or assigned by management

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## **II. Working Relationships**

- Develop constructive and cooperative working relationships with team members
- Work cooperatively with various functions and departments such as Engineering, R&D, Manufacturing Engineering, Marketing, Customer Service and Sales
- Interact with and help to lead/direct outside resources that are supporting projects

## **III. Education and Experience**

- Bachelor's degree in Project Management or related technical field preferred. A strong working-level electronic and mechanical engineering experience would be a bonus, however the main requirement is the ability to work across various skillsets (software, firmware, hardware, electronics) to identify the technical resources needed to help understand the projects and any limitations.
- Work experience must include demonstrable history and experience in project management or related technical leadership experience, preferably in the medical device market or a similarly highly-regulated field.
- Project management experience with or familiarity with stage/gating processes
- Must have experience with project scheduling tools such as MS Project or similar.
- Professional Project Management Certification from accredited institution preferred, such as PMP (Project Management Professional), CAPM (Certified Associate in Project Management) or similar coursework.
- Experience mentoring, coaching, and developing rising talent in the technology department
- Experience working in a collaborative environment and promoting a teamwork mentality
- Managerial experience applying analytical thinking and problem-solving skills

## **IV. Knowledge, Skills and Abilities**

- Working knowledge of FDA product development procedures and documentation requirements is preferred
- Must have excellent communication and conflict resolution skills
- Demonstrated understanding of Project Management processes, strategies and methods as well as previous experience implementing this understanding
- Excellent time management, organizational and critical-thinking skills
- Strong sense of personal accountability regarding decision-making and supervision of project teams
- Will ideally have managed a combination of inside company project resources along with outside third-party consultants in the past
- Able to predict challenges and seek to identify potential solutions to proactively head-off obstacles before they negatively impact project timelines

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**V. Supervisory Responsibilities**

- No direct reports per se, but will be managing and supervising overall projects and staff via the various directors and managers

**VI. Physical Demands & Work Environment**

- Day-to-day work is performed primarily in an open cubicle, office environment requiring sitting, standing, stooping, reaching, lifting/carrying typically less than 25 lbs., talking and walking; includes use of computers, printers, copiers and other office equipment
- Occasional exposure to manufacturing/production environment, machine shop and test labs which may include elements such as odor, noise, dust, heat, cold or chemicals
- Nature of work requires depth perception, close and far vision, normal color distinction, corrected normal vision, potential for eyestrain and normal finger dexterity.
- Must be capable and willing to adhere to safety requirements
- Minimal regional or domestic travel may be required.

Disclaimer: This Job Description is not intended to be all-inclusive and may be subject to change to include new responsibilities and tasks or change existing ones as management deems necessary to meet the ongoing needs of the company.