

Job Description – Project Manager

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures. This standard defines the tasks and responsibilities for the Project Manager in the Organization.

2.0 General:

Responsible for the execution of one or more simultaneous projects in accordance with a valid, executed contract, per Company policies and procedures, and work instructions.

3.0 Tasks and Responsibilities:

The Project Manager shall be responsible for, but not limited to, the following:

- Direct all project phases – engineering (basic and detailed), procurement, fabrication, construction and commissioning/start-up.
- Maintain a strategic focus for the project with frequent interaction with the business area and the client to ensure a balance between the immediate project needs and the long term goals of the company.
- Manage the execution of the project with a focus on maintaining or improving the as-sold profit level for the project.
- Ensure that the right product is developed and delivered to meet Company's quality standard, and contract requirements.
- Utilize project management methodologies, systems and tools as defined by Company.
- Comply with Company's rules and policies and follows professional practice.
- Lead Project Teams and facilitates the communication and interaction among the functional representatives.
- Track project against its schedule, budget and against phase gate review objectives, reporting status to management and customer on a regular basis, and executive staff on an as needed basis.
- Develop and implements recovery plans for off-schedule and unanticipated occurrences.
- Prepare periodic management and/or customer reports and presentations.
- Coach Project Team to achieve project goals.
- Mentor and coach the project engineer assigned to the support the project.
- Lead weekly Project Meetings in cooperation with Project Engineer.
- Review and verify project estimates monthly.
- Manage project budget and controls expenses effectively.
- Provide feedback regarding employee performance on a project team to the functional manager for record.
- Recommend new processes where needed to improve quality, cost, or on-time delivery.
- Identify project scope changes and prepares job change notices for submittal to clients.
- Maintain awareness of safety and environmental requirements.

- Negotiate differences with client and internal personnel to meet project goals.
- Review and approves key project documents including P&IDs, Plot Plans, Operating Manuals, etc.
- Provide primary line of communication with client.
- Work with Project Controls to transition proposed budget into execution budget. Tracks costs and reports against budget.
- Provide day to day supervision of the assigned project admin assistant to resolve project administrative issues as they relate to the PM's assigned projects.
- Work with Project Compliance Engineer to prepare for and conduct project gate meetings at appropriate phases of the project.
- Assist in preparation of and review of client invoices.
- Participate in the Project Proposal to ensure the Scope of Work is properly defined and ensures that the Project Team has a clear understanding of the Project Scope of supply.
- Develop Project Execution Plan.

4.0 Education and Experience Required:

- BS/BA or equivalent combination of education and experience.
- Minimum 10 years industrial related project management experience, in an EPC environment.

5.0 Skills Required:

- Possesses a general understanding of contract administration, business principals and business law.
- Possesses a broad understanding of each engineering discipline.
- Effective management and leadership skills.
- Effective computer skills; Microsoft Office Software, Lotus Notes, and other Company and discipline specific software applications.
- Effective communication skills both verbally and in writing with management, colleagues, and individuals inside and outside the Company.
- Effective analytical and problem-solving skills.
- Fluent in Spanish

6.0 Travel Percentage:

- Moderate, 25%

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit for long periods of time. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

8.0 Reports to:

- Director, Project Management

9.0 FLSA Status:

- Exempt

10.0 Direct Reports:

- None

11.0 HAY Grade:

- 3

12.0 Approval:

- Manager: _____ Date: _____
- Employee: _____ Date: _____