

Job Description – Project Manager

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of the Project Manager for Hydro-Chem, in the standard Hydrogen Plant Business Unit. The standard is valid for all employees associated with this role.

2.0 General:

The Project Manager is 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 for customized and standardized plants.

3.0 Tasks and Responsibilities:

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

- Directs all aspects of Project Management covering all engineering phases from basic, detail, commissioning, and construction according to the contractual requirements.
- Ensure that the right product is developed and delivered to meet Company's quality standards, and contract requirements.
- Utilize project management methodologies, system and tools as defined by Company.
- Lead Project Teams and facilitate the communication and interaction amongst the functional representatives.
- Track project against its schedule, budget and against phase review objectives, reporting status to management and customer on a regular basis, and executive staff on an as needed basis.
- Develop and implement recovery plans for off-schedule and unanticipated eventualities.
- Prepare periodic management and/or customer reports and presentations.
- Approve respectively coordination of engineering project teams.
- Prepare and conduct Project Kick-Off Meetings.
- Prepare and conduct Project Meetings.
- Review and verify project estimates, typically on a monthly or as requested basis.
- Review major component pricing to seek discounts.
- Provide feedback regarding employee performance on a project team to the functional manager for documentation.
- Prepare and conduct Lessons Learned Project Completion Meetings.
- Recommend new processes where needed to improve quality or on-time delivery.

4.0 Education and Experience Required:

- A minimum of five (5) years experience in the process plant industry.
- Demonstrated, proven skills in the specific areas such as process and/or mechanical design and engineering.

- Bachelors Degree in Mechanical Engineering and/or Chemical Engineering preferred. Other degrees and/or extended, related work experience will be considered.

5.0 Skills Required:

- Intermediate level skills with Microsoft Office software and Windows Operating System.
- Knowledge of and ability to manage data based project control systems (cost & scheduling tools) are preferred.
- Ability to work with minimal supervision
- Analytical and problem-solving abilities
- Ability to prioritize workload to meet deadlines
- Attention to detail

6.0 Travel Percentage:

- Minimal, less than 15%

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. 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. The employee must occasionally climb to heights of 75 feet.

8.0 Department:

- Department 54 in the Standard Hydrogen Plant Business Unit

9.0 Reports To:

- Vice President of Engineering & Project Execution

10.0 FLSA Status:

- Exempt

11.0 Direct Reports:

- None

12.0 Salary Grade:

- Range: Based on experience and skill level: 10-11

13.0 Approval:

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