

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 Project Manager for the ASU 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 standard, 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.
- Approval respectively coordination of engineering project teams.
- Prepare and conduct Project Kick-Off Meetings.
- Prepare and conduct Project Meetings.
- Review and verify project estimates monthly (so-called project cost reports).
- 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:

- Three (3) 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 Chemical and/or Mechanical Engineering.

5.0 Skills Required:

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

6.0 Travel Percentage:

Heavy, 50 %

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 20 pounds and occasionally lift and or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The employee must frequently climb to heights of 200 feet.

8.0 Reports To:

- Business Unit Manager

9.0 FLSA Status:

- Exempt

10.0 Direct Reports:

- None

11.0 HAY Grade:

12.0 Approval:

- Manager: _____ Date: _____

- Employee:----- Date:-----