

Job Description – Cryogenics BU Proposal and Project Manager for Custom Systems

1.0 Purpose

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of the Proposal & Project Manager (Custom Systems) for the Cryogenics Business Unit. The standard is valid for all employees associated with this role.

2.0 General:

This job is dual purpose because the size of the market limits the number of proposals and projects in execution at any one time.

Preparation of all assigned proposals from concept through presentation to customer. Able to generate a technical proposal that meets the requirements of the customer and that provides the company a competitive advantage in the market place. Works closely with the Business Unit Manager and Linde Kryotechnik during proposal preparation

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. Works closely with Linde Kryotechnik during project execution for custom systems with turbine expanders.

3.0 Tasks and Responsibilities:

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

- The timely presentation of all assigned proposals that meet the requirements of the customer and that are competitive in the marketplace.
- The generation of assigned proposals with a clearly defined scope as requested by the client. This includes the technical solution, performance, and the cost and coordination of the activities if the commercial part.
- The generation of assigned proposals using the available tools and systems within the approved proposal budget.
- The generation of a complete project hand–over package.
- The assessment of the technical, financial, and schedule risks of a proposal with immediate communication to management of any unusual risks.
- The coordination of all activities needed for the timely and accurate generation of assigned proposals. This includes process selection, process design, detailed engineering, fabrication, procurement, construction, estimating, and scheduling.
- Maintain a personal knowledge of the Cryogenic plant portfolio and the strategies for winning proposals which supply a sufficient profit to the company.
- Act as the primary contact for the customer during the proposal stage. This includes attending customer meetings.
- Directs all aspects of Project Management covering all engineering phases from basic, detail, commissioning, and construction.
- Actively participate in the basic engineering functions.
- Ensure that the right product is developed and delivered to meet Company's quality standard, and contract requirements.

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- 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.
- Prepare and conduct Project Meetings.
- Review and verify project estimates monthly.
- Manages project budget and controls expenses effectively.
- 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:

- BS Engineering, Chemical preferred.
- Minimum five years experience in the cryogenics industry.
- Minimum two years project management/engineering or Process Engineering experience is preferred.

5.0 Skills Required:

- Intermediate level skills with Microsoft Office software, Lotus Notes, and other Company and discipline specific software applications.
- Effective communication skills both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- Working knowledge and experience in the use or preparation of budgets, schedules, and estimates.
- Ability to work with minimal supervision.
- Analytical and problem-solver.
- Ability to prioritize workload to meet deadlines.
- Attention to detail.

6.0 Travel Percentage:

Moderate, 30 %

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.

8.0 Department:

- Cryogenics

9.0 Reports To:

- Business Unit Manager

10.0 FLSA Status:

- Exempt

11.0 Direct Reports:

- None

12.0 Salary Grade:

- 12

13.0 Approval:

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