

## Project Manager

Department: Project Management  
FLSA Status: Exempt

Job Status: Full Time  
Reports To: GM/SVP  
Amount of Travel Required: 15%  
Positions Supervised:  
TBD

Work Schedule:  
M-F 8-5 or as required

### POSITION SUMMARY

Under general direction, is responsible for successfully planning, controlling, and managing project deliverables to ensure that customer needs are met and corporate targets are achieved. The Project Manager is the primary point of contact between all LOBs and the customer during the project phase and oversees all activities throughout the initiation, planning, execution, testing, and customer acceptance phases of the project. This may include, but is not limited to: Project kick-off, risk identification, risk mitigation, development monitoring and maintaining project schedules, providing status updates to both the customer and management, project team management, project budget management, as well as tracking and facilitating issues to resolution.

### ESSENTIAL FUNCTIONS

#### K.P.I.s

- Book to Ship Variance
- MCT Reduction
- On Time Delivery (System)
- % On Time (Both Customer Due Date and Schedule Execution)
- After shipment cost reduction

#### Essential Functions Statement(s)

- Plan, schedule and lead the design, implementation, testing, and startup of projects
- Understand and gain agreement on the overall objectives, scope, risk, approach, budget etc.
- Coordinate communication between the Customer, Sales, Engineering, Supply Chain, Customer Service, and to internal stake holders (including Supply Chain Project Managers, Engineering, Finance, and Production)
- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements
- Review and monitor project costing, identify issues, and work with applicable departments to develop solutions and inform/escalate to senior management as necessary within a timely manner
- Participate in project Risk Assessment meetings and proactively monitor risks to the project and in conjunction with the project team and customer
- Proactively manage scope to ensure that only what was agreed to by both the customer and management is delivered.
- Proactively measure the identified risks to the project and in conjunction with the project team and customer, produce plans to eliminate or reduce the identified risk(s)
- Review scope changes and change orders to ensure that they are valid and include proper justification. Responsible to manage change orders against customer for all contractual deviations with cost consequences or scope changes.
- Manage, maintain, and communicate regular project status reports/metrics on the health and project progress highlighting issues as necessary to the Management team

- Manage and maintain project records; ensure proper documents are complete, current, and stored properly
- Facilitate customer meetings and project team meetings to ensure all relevant parties are well informed of progress and any changes to the project
- Conduct a project close-out meeting with the customer (if applicable) and the project team with appropriate documentation including distribution and storage of that documentation
- Oversee system field service installation start-up integration, system optimization, maintenance and warranty implementation
- Onsite analysis of equipment and machine specification preparation where applicable
- Onsite analysis of equipment to document customer acceptance and to resolve any outstanding issues where applicable
- Creates and monitors K.P.I.s to ensure continuous improvement
- Actively practice and participate in necessary Lean activities when applicable
- All other job duties necessary and/or needed

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Customer Focused - Serves both external and internal clients by focusing effort on meeting the client's needs, understanding their concerns, and seeking to build trust.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Professionalism - Ability to present one's self in a polished and professional manner. Ability to handle multiple tasks and changes in priorities professionally.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Research Skills - Ability to design and conduct a systematic, objective, and critical investigation.
- Project Management - Ability to organize and direct a project to completion.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Management Skills - Ability to organize and direct oneself and effectively
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Strategic Planning - Ability to develop a vision for the future and create a culture in which the long range goals can be achieved.

- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Tactful - Ability to show consideration for and maintain good relations with others.

#### Skills and Abilities

- Bachelor's degree (Business or similar field) or Engineering or equivalent experience.
- 10 plus years of Project Management, Sub-Contracting and Scheduling experience required.
- PMP Certificate is an asset and would be preferred.
- Proven experience in project management and project management methodologies of large projects (under \$5 Mil)
- Strong PC aptitude and skills, with Microsoft products such as: Office and MS Project
- Must have excellent analytical and communications skills and be able to work in a fast-paced, team environment.
- Demonstrate in-depth knowledge of Project Management tools and practices
- Strong emphasis as a team player that thrives in a cooperative team environment and presents themselves in a polished professional manner

#### Certificates & Licenses:

- Lean Manufacturing: Yellow Belt Minimum
- PMP Certificate is an asset and would be preferred.

#### Other Requirements

- Proven leadership in continuous improvement systems and process optimization

#### PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	O (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Frequently)
Sit	F (Frequently)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	<b>Push/Pull</b>	
Climb	O (Occasionally)	12 lbs or less	O (Frequently)
Crawl	O (Occasionally)	13-25 lbs	O (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs	N (Occasionally)
Bend	F (Frequently)	41-100 lbs	N (Occasionally)

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

#### Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (Ability to work safely in an office and manufacturing environment.)

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (Safety glasses/goggles, steel toed shoes, respirator, gloves, apron)

**WORK ENVIRONMENT**

Ability to work in an office as well as manufacturing environment.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.