



Position Description

Staff Project Manager

General Description

The Project Manager is responsible for providing the Client with a product that meets their requirements, in a timely fashion, and at an agreed to price. The Project Manager has primary and ultimate responsibility for all aspects of their assigned projects. This position is part of the Project Management group and reports directly to the Chief Operations Officer. The Project Manager receives project assignments and direction from the COO. Projects assigned to this position are generally of a major scale with regard to size, duration, and complexity. While this position interfaces with personnel in every group, it generally has no official supervisory responsibility. If the occasion arises when a project is large enough or has a sufficient duration that it becomes necessary to assign dedicated personnel, the Project Manager would supervise those assistants.

Duties & Responsibilities

- Manage individual or multiple projects as assigned. Perform as Discipline Engineer as workload allows and/or specific expertise is needed.
- Act as the key official communication link with Client. Ensure that important project communications are documented.
- Represents the company to the Client in all project related meetings, conference calls, and official correspondences pertaining to a specific project.
- Prepare, with input from Discipline Managers or their designees, estimates, scopes, and schedules, for potential projects.
- Ensure that Client service contracts include accurate scope, schedule, and cost information and submit same for approval by the COO and CEO.
- Fully communicate scope of services, applicable specifications and standards, project budget, and project schedule information to all members of the project team. Document changes to each of these key elements as the project evolves and makes necessary communications to inform the Client and members of the project team as appropriate.
- Ensure complete understanding of project requirements by all team members.
- Establishes a project team by requesting resources from Discipline Managers and assisting with the selection and hiring of consultants and subcontractors as necessary.
- Manage the efforts of the project team to achieve scope conformance, technical quality, schedule objectives, interdisciplinary coordination, financial performance, and Client satisfaction.
- Develops relationships with Client personnel that promote the success of on-going projects and increase access to future projects.
- Inform Business Development of potential business opportunities and request assistance from the team as necessary to develop Client relationships.
- Provide input on project specific performance of team members to the appropriate Discipline Managers.
- Assist COO in profitability management of the Company.
- Reviews and must approve any and all project related expenditures.

Minimum Qualifications

- Bachelors degree in engineering, project management, construction management, or a bachelors degree in another field and documented experience in an engineering design environment
- 2 two years of experience as a Senior Project Manager at JIS or equivalent elsewhere



Position Description

- 8 – 10 years experience in one or more of the areas of engineering, construction, fabrication, or industrial facility operations and project management
- Highly effective oral and written communication skills.
- Excellent interpersonal and leadership skills
- High proficiency in MS Office Products (Word, Excel, Outlook, PowerPoint . . . etc.) Adobe Acrobat and drawing viewer software
- Certified as a Project Management Professional by the Project Management Institute
- Active membership in the Project Management Institute

Preferred Qualifications

- Successful completion of intermediate coursework pertaining to the Primavera Project Planner and/or MS Project and/or demonstrated knowledge of Primavera Project Planner and MS Project software.
- Membership in a professional association that indicates a commitment to continuing professional development.
- Holds an active Professional Engineer license

Classification

Exempt

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