

May 24, 2022

Field Project Manager

Summary: We are looking for a Field Project Manager with the ability to manage a crew for the field installation phase of projects and be the liaison between our Project Managers and customers. This position requires a strong knowledge of the process piping industry, proficient computer skills, excellent organizational skills, and the ability to communicate with all levels of the organization.

Project Development

- Develop relationships with Customers in a business development capacity.
- Pursue projects at all times and communicate potential leads/opportunities to your designated Project Manager.

Project Estimation

- Work with designated Project Manager to create labor estimates, labor timelines, and accurate material take-offs.
- Estimate labor cost for projects of \$50,000 or smaller using the Short Form Proposal template. Estimate project changes using the Field Change Order template. All bids must be reviewed by a Project Manager Level 2 or 3 prior to sending to Customer.

Purchasing

- Process orders for consumables, tools, safety supplies, materials, and equipment.

On-Site Project Management

- Arrange/confirm power hook-up type, staging and fabrication areas, etc. at job site. Coordinate with Customer as needed.
- Identify and set up accounts at local suppliers, rental yards, mobile office(s), portable restrooms/hand wash stations, miscellaneous accommodations, etc.
- Track equipment and material arrival and coordinate these with the arrival of work crews
- Locate and coordinate with HR the hiring/set-up of subcontractors for on-site work.
- Manage field crews.
- Create isometric drawings and lay out crew with consistent work.
- Keep designated Project Manager and Manpower Manager updated on manpower needs.
- Maintain communication and collaborate closely with designated Project Manager and Customer regarding status of schedule, costs, progress, changes, and concerns. Document all correspondence electronically in daily job logs, change orders, emails, etc. and save in the corresponding job folder.
- Manage the day-to-day problems, concerns, and questions that arise when running a field crew. Facilitate and resolve these issues with respect and integrity while keeping BMI's best interest at the forefront.



Project Tracking and Documentation

- Review with designated Project Manager on a weekly basis, job cost reports, change orders, and provide percent completion update.
- Review and approve invoices received from subcontractors and vendors.
- Complete daily job logs and save in the corresponding job folder on a weekly basis.

Project Safety and Administration

- Submit payroll and credit card expenses electronically to Accounting.
- Ensure weekly safety tailgate meetings are performed and documented.
- Ensure all monthly safety protocols are met and submitted to Safety Manager.
- Follow and adhere to BMI's Injury and Illness Prevention Program (IIPP) and Customer Good Manufacturing Practices (GMPs).

Technical Skills

- Excellent communication skills
- Proficient with Microsoft Word, Excel, Outlook and Adobe Acrobat
- Proficient in reading P&IDs and layout plans
- Proficient in creating isometric drawings

Skills/Competency Requirements

- Ability to lead and manage field crews consistently with respect and integrity
- Ability to work in a dynamic work environment
- Ability to travel to remote job sites for extended periods of time
- Open to learning new skills and receiving constructive feedback
- Other duties as assigned

Physical Requirements of this job include standing, kneeling, crouching, climbing, pushing/pulling, and walking. The typical work schedule is five or six 10-hour days but depending on our customers' needs could be up to seven 12-hour days. Job duties require a physical activity level that is moderate to high. Reasonable accommodations may be made in limited situations to enable individuals with disabilities to perform the essential functions.