

Job Description

Job Title: Field Project Manager Level 1
Employee Name:
Date: June 16, 2020
Reports to: Designated Project Manager Level 2 or 3
Office Location: Field-based position with periodic work in Main Office and Fab Shop

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).

Other Duties As Assigned.