

Job Description

Job Title: Project Manager Level 3
Employee Name:
Date: May 10, 2021
Reports to: President
Office Location: Main Office with travel to field

Summary

The Project Manager shows initiative and is responsible for performing and managing process designs, estimates, proposals, contracts, budgets, and equipment installations for sanitary process systems for the food and beverage industries. This is a strategic position requiring strong organizational ability and communication with all levels of the organization. This is a full-time position with benefits.

Industry Expertise Required

- Thorough understanding of sanitary process piping for the food and beverage industries, piping layout, good piping practices, P&IDs, and layout drawings
- Proficient in estimating, managing budgets, and change orders
- Project management and supervisory experience
- Ability to create and document project requirements

Project Development, Design, Estimation, Purchasing Duties

- Develop and maintain customer relationships
- Negotiate and close RFQs
- Thoroughly document customer requirements and work with Engineering and CAD to develop a scope of work as required for the project
- Estimate project costs, budget, and schedule
- Write and present proposals including scope of work, cost of materials, manpower, subcontracts, project schedule and associated drawings, charts, calculations, and options to the customer
- Purchase materials and equipment, issue subcontracts, and maintain on-going controls and records

Project Management Duties

- Develop and manage multiple construction projects
- Maintain and monitor general conditions, work scope, and specifications of project contract/subcontracts— before, during and upon completion of project



- Manage field supervisors to plan, organize, and schedule project work, and to ensure work crews will be able to meet customer's schedule
- Work with field supervisors to track equipment and material arrival to coincide with the arrival of work crews
- Communicate with customers and our internal team regarding schedule, progress, changes, and concerns
- Work with Accounting to generate and approve progress payments to customers

Technical Requirements

- Excellent communication and writing skills
- Proficient in Microsoft Word, Excel, Project, and Outlook
- Experience with Vista Project Management software a plus
- Basic understanding of CAD software

Skills/Competency Requirements

- Ability to manage multiple installation projects of various sizes simultaneously
- Ability to stay on task with multiple interruptions
- Ability to work with Customers and colleagues in a professional and respectful manner
- Ability to lead and manage teams 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
- Ability to meet deadlines in a fast-paced work environment

Other Duties As Assigned