



**Position Description**

<b>Job Title:</b>	<b>Project Manager/Engineer</b>	<b>Date Issued:</b>	<b>January 2018</b>
<b>Department:</b>	<b>Projects</b>	<b>Status:</b>	<b>Full-time Exempt</b>
<b>Reporting Relationship:</b>	<b>Manager of Projects</b>	<b>Grade:</b>	<b>Level:</b>
<b>Reviewed by:</b>	<b>Mike Sellinger, President</b>	<b>Date:</b>	<b>Signature:</b>

**I. POSITION OVERVIEW**

Under the direction of the Company’s Manager of Projects, the Project Manager/Engineer will oversee the management and engineering of all aspects of Company projects from the initial project kick-off and specification review through final design, fabrication, shipment, assembly, installation and warranty of the equipment. Travel anywhere in the world will be required at times.

**II. PRIMARY DUTIES AND RESPONSIBILITIES**

- Manage all aspects of assigned Company projects from kick-off through contract completion.
- Manage projects to meet all contract requirements, on time and within budget.
- Perform detailed specification and contract reviews to ensure complete compliance with customer specification.
- Assess component and assembly suitability through detailed Mechanical Engineering calculations.
- Actively Design, Review, Check & Approve design packages before release to ensure equipment meet customers contractual requirements.
- Promote consistent design practices among designers and drafters.
- Coordinate designers and drafters to ensure project design efforts.
- Generate technical purchase order requisitions for all parts and subcontract work.
- Actively participate in negotiating scope changes / adjustments with clients and sub-vendors within Company policies and procedures.
- Organize and schedule customer orders from PO through delivery while adhering to budget.
- Actively engage in critical project commercial decisions such as purchase orders, change orders, vendor deliveries, etc.
- Actively participate in vendor expediting, quality management and project transportation and logistics.
- Execute and/or assure timely and accurate commercial and technical communication with clients and vendors.
- Generate, gather and assemble technical data, engineering drawings, etc for submittal to clients, vendors, etc.
- Maintain project documentation and reports.
- Support Warranty claim resolution as it is an essential responsibility of the projects department. Valid warranty claims will be handled in the same manner as new projects (ie. tracking number, plan, budget, schedule, interface with other departments for purchases and resource allocation, etc.)
- Promote and maintain a safe, clean work environment in accordance with OSHA, State and local regulations
- Other misc. tasks

### III. REQUIRED QUALIFICATIONS

**Education –** Minimum of a Bachelor's degree in Civil/Structural or Mechanical Engineering or equivalent industry related experience with medium to large metal structures (preferably in the power generation field).

**Job Experience -** 5-10 years Project Management/Engineering experience preferred

#### Skills

- Strong communication and team skills
- Strong leadership skills
- Self-motivated, accountable and accurate
- Demonstrated ability to multitask and work in high paced environment
- Experience and ability to simultaneously manage multiple projects ranging in value from 500K – 2MM
- Experience with subcontracting, budgeting and scheduling
- Experience with review of technical and commercial specifications & resolve into physical product.
- Ability to read, generate and fully understand engineering drawings.
- Proficient user of AutoCAD and Inventor
- Computer proficient in the Microsoft Office Suite of products.
- Good understanding of Total Quality Management and ISO Systems.
- International experience is a plus.
- Availability to travel domestic, or international, as needed.

### IV. PHYSICAL DEMANDS / WORK ENVIRONMENT

- While performing this job, the employee occasionally works near moving mechanical parts, in high, precarious places; and in outside weather conditions; often performs work related travel; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment can be moderate to high.
- This position may be exposed to prolonged periods of sitting, standing, walking, bending and stretching.
- The employee must occasionally lift and/or move up to 70 pounds while carrying miscellaneous testing equipment or materials.
- Work related travel in this position can be substantial, anywhere in the world and for durations of a several weeks or more at times.

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

**I have read and understand the above position description; I understand that my Performance Evaluation will be based, in part, on this criteria.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date