

**Project Manager-Federal Services
Position Description**

Department: Federal Services	FLSA Status: Exempt
Reports to: Federal Business Manager	Date: 01/10/2018

Primary Function:

Project management requiring adherence to deadlines, budgets, and quality requirements including ASME NQA-1 standards. Must build and maintain relationships with external customers and ensure compliance with all aspects of documentation.

Essential Duties and Responsibilities:

- Plays a key role in project planning during the estimating and proposal phase
- Reviews, understands and becomes an expert in the contract documents of assigned projects including drawings, specifications, commercial terms, etc.
- Creates and maintains a robust project plan including a clear and accurate schedule, inspection and test plan, etc.
- Coordinates with internal departments and subcontractors to ensure that the project scope, schedule, budget, and quality requirements are understood, followed, and completed.
- Continuously monitors project progress and works with stakeholders to ensure that budgets and schedules are met.
- Communicates progress to the customer, internal stakeholders, and management.
- Manages relationships with customers to maximize long term value

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

Bachelor's degree (B. A. or B. S.) from a four-year college or university; or three to five years related experience and/or training; or equivalent combination of education and experience. Preferred experience includes time managing projects under an ASME NQA-1 quality assurance program.

Proficient with computer software including Microsoft Suite. Ability to become proficient with other software is mandatory.

Other Qualifications

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, climb stairs and ladders. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The job requires occasional overtime.

Work Environment

While performing the duties of this job, the employee is generally exposed to a normal office environment. However, occasionally, the employee will be exposed to a fabrication shop environment that can be loud, cluttered and with occasional exposure to moving parts.