

Senior Project Manager Position Description

Department: Nuclear/Fed Services	FLSA Status: Exempt
Reports to: Business Unit Manager	Date: 11/28/17

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:

- Work with Business Unit Manager to independently manage small-large scale projects.
- Proactively plans, manages, directs, and coordinates projects with a high level of complexity.
- Reviews project proposals, establishes, executes, and monitors a project plan for the whole project, and for each execution phase, and arranges for recruitment or assignment of project personnel.
- Coordinates with internal departments and subcontractors to ensure that the project scope, schedule, budget, and quality requirements are understood, followed, and completed.
- Reviews, understands and becomes an expert in the contract documents of assigned projects including drawings, specifications, commercial terms, etc.
- Prepares project reports for management, client, or others. Update project plan and projections as required.
- Continuously monitors project progress and works with stakeholders to ensure that budgets and schedules are met.
- Manages customer relationship during the lifespan of the project and to maximize long term value.
- Communicates progress to the customer, internal stakeholders, and management.
- Able to accurately estimate project hours from blueprints, as needed.
- Assist with preparing proposals to submit to customers, as needed.
- Assist in providing preliminary project schedules, as needed.
- Will be expected to perform these and other duties that may be assigned.

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:

Minimum Bachelor's degree or 5+ years related experience and/or training; or equivalent combination of education and experience.

5+ years of experience in the areas of fabrication/construction, DOE/DOD, or commercial nuclear is preferred.

Basic knowledge of Lean Six Sigma preferred

Preferred experience includes management of 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.

Must be able to read and understand blueprints. Must be able to understand and manage budgets. Must be able to direct and lead a team for project success.

Senior level negotiating skills preferred.

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 sit. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Must be able to travel occasionally and work extended hours, if needed.

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.