



## **JOB DESCRIPTION**

**Title:** Project Manager

**Date:** June 18, 2025

**Classification:** Salary (Exempt)

**Reports to:** Director of Project Management

### **Job Summary:**

Primary responsibility is to oversee projects to ensure key project milestone dates are being met and provide timely updates and information to all internal departments and external customers.

### **Responsibilities:**

- Responsible for the complete management of assigned boiler project from kickoff to completion, planning and scheduling work to meet key milestones and completion dates
- Primary contact for all customer interactions and activities throughout the life of the project.
- Organize & file project documentation
- Prepare updates for internal departments at weekly meetings and assist in the preparation of periodic reports for customers
- Work closely with purchasing to procure components by necessary dates
- Ensure proper equipment is available to members of the team to properly and efficiently complete production tasks in advance of being needed. Continually evaluate opportunities to maximize efficiency and maintain production flow
- Develop positive working relationships with production personnel and management
- Track project documentation and drawings and update project schedules
- Maintain high company standards related to quality workmanship & accuracy of work, and provide for or perform training as needed
- Promote and assist with maintaining safe working conditions, including wearing personal protective equipment and adhering to company safety policies
- Perform other job duties as assigned by the V.P. of Sales

### **Skills/Abilities Required:**

- Excellent verbal and written communication skills, able to follow written & verbal instructions
- Must have good math and problem-solving skills
- Able to supervise, lead, and relate to subordinates, resolving conflicts when they arise
- Must have strong organizational skills and be capable of planning long-term projects and tracking progress over the course of the project
- Excellent computer skills including ERP systems, Excel, email, and MS Office
- Must have full use of both hands and feet, and have the ability to safely lift/move up to 50 lbs., grasp, stoop, squat, climb, walk on a variety of floor surfaces or perform duties with reasonable accommodation
- Must not have an abnormal allergic reaction to dust (metal grinding dust)
- Prompt, dependable and reliable in work attendance

### **Education / Experience Required:**

- Bachelor's degree in Operations Management, Business, or a related field is preferred
- 5 years' experience in a manufacturing or construction environment