



Corporate Office: 858 Acid Mine Road ~ Sullivan, MO 63080 Office: (573)468-4045 Fax: (573)468-9045

Branch Office: 1502 Gault Road ~ Houston, TX 77039 Office: (281)557-0103

Title: Project Manager	Location: Houston
Division: Repair & MFG	Department: Management
Reports to: Operations Manager	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	

Position Summary: Work closely with the Shop Manager while providing support to successfully estimate, execute various shop/field projects, and develop along with implement quality control systems. The Project Manager monitors project's cost, scope and schedules, advises on solutions, and changes as necessary to ensure the project is completed on time and within budget.

Essential Responsibilities:

- Manages various projects for shop and field repairs by planning, reporting, proposal estimating of cost and scheduling according to project deadlines and budgets.
- Creates detailed job estimates and execution plans for incoming request for proposals using historical information or internal/external resources as needed.
- Works with customers, shop, and field operation to develop required quality documents, inspection and test plans, and other associated documents required for successful execution of awarded projects.
- Participated in client meetings, contract finalization, and development of requirements and specifications.
- Provides, and oversees, inspection activity for products throughout production cycle.
- Assesses potential risks and performs risk management to minimize project risks.
- Coordinates internal resources and third parties/vendors for the flawless execution of projects.
- Coordinates with project stakeholders on an ongoing basis.
- Identifies and works to resolve issues and conflicts within the project team. Reports and escalates to management as needed.
- Plans and schedules project timelines and milestones using appropriate tools. Identifies and manages project dependencies and critical path. Tracks project milestones and deliverables.

- Determines the frequency and content of ongoing status reports, reviews/analyzes results, and troubleshoots problem areas. Compiles final reports and supporting documentation for review by engineering and project controls.
- Proactively manages changes in project scope, identify potential crises, and devise contingency plans. Drafts potential EWAs (Extra Work Authorization) for project controls to compile and forward to customers.
- Applies total quality management tools and approaches to analytical and reporting processes.
- Plays an active role in internal continuous improvement teams.
- Coaches, mentors, motivates, and supervises project team members and contractors, and influences them to take positive action and accountability for their assigned work.
- Ensures that all projects are delivered on time, within scope and within budget.
- Assists, attends and/or conducts project close out and lessons learned meetings.
- Creates and maintains comprehensive project documentation.

General Responsibilities:

- Maintains the work area and equipment in a clean, orderly condition and follows prescribed safety procedures.
- Utilizes tools and technology provided in an effective and efficient manner.
- Ensures communication with customers, suppliers, vendors, and co-workers is professional and appropriate.
- Performs other duties and responsibilities as required or requested.
- This position has supervisory responsibilities.

Job Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the essential functions of the job.

General-

- Must be willing to work all shifts, overtime weekends and work well with others
- Must be fit for duty in clean and presentable manner
- Must be willing to attend on-going training to further professional development

Education-

- Required High School Diploma or equivalent
- BS Technical Degree preferred

Experience -

- Preferred 2-years project management and quality related experience
- Preferred 5-years of experience in power generation or rotating equipment service and repairs

Certifications/Licenses-

- Valid Driver License
- Project Management Professional Certification preferred