

Bureau Veritas Primary Integration Job Description

Job Title: Project Manager

Division: Operations

Department: Project Management

Reports To: Director of Operations

FLSA Status: Exempt

Summary: Responsible for taking a direct leadership role in accomplishing the mission and expands the business unit through successful project management. Responsible for all aspects of project management through all phases of Commissioning levels 1-5. Manages the Client, project team, finances, and business growth goals for the company by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Acts as Competent Person managing safety on the projects under their control. Insures that Cx Team members have completed any project specific safety training required and that proper Job Hazard Analyses (JHAs) have been performed for the work that will be conducted on the project. Insures that toolbox training has been conducted and recorded on a weekly basis.*
2. Utilizes the company's accounting, project management, and resource planning systems to accurately forecast project resource requirements and billing projections, as well as expenses on assigned projects.*
3. Updates project information as it is made available and proactively works to resolve resource conflicts as conflicts are generated.*
4. Determines how money will be spent to accomplish the Scope Of Work (SOW) and properly accounts for these expenditures. Identifies any variances that develop to SOW and advises Client in a timely manner of any potential change order as a result of these variances*
5. Manages all financial aspects of the project to include project opening, accounts payable, accounts receivable, revenue projections, and project closeout.*
6. Creates and manages the budgeting process which includes estimating, value engineering, and managing the client's budgetary expectations through the project cycle.*
7. Understands and explains the circumstances driving all financial variances throughout the project cycle.*
8. Represents the company's interest in delivery of services in accordance with the contractual requirements and company standards.*

9. Creates and manages an overall milestone schedule which includes all facets of the project and includes relevant owner, design, and construction team activities.*
10. Manages multiple members of the Cx Team which can include project managers, client representatives, vendors, contractors, end users, and in some cases the entire team in a design-build scenario.*
11. Plans and manages multiple concurrent activities to accomplish desired project results.*
12. Completes the project opening process to reflect the contracted SOW. Develops a Schedule Of Values (SOV) based on a planned Work Breakdown Structure (WBS), and review of project estimate.*
13. Completes the project close-out process to include commissioning reports, as-built documentation, operations/maintenance manuals, lessons learned that should be applied to future projects, SharePoint archiving and ultimate project performance.*
14. Maintains PI's interest during client communication and withholds any potentially sensitive PI proprietary information.*
15. Responds to new project opportunities as well as presents proposals and credentials to Client.*
16. Develops positive working relationships with subcontractors and vendors.*
17. Manages the document control process as well as ensures proper and constant communication with project stakeholders (e.g. Client, construction, and design team).*
18. Leads, supervises, and mentors multiple project resources to include field technical staff for assigned projects.*
19. Manages a 'new to' client team transition.*
20. Manages a 'new to' each other CxE relationship for a project.*
21. Manages diversity of CxE levels over the course of a project or follow-on projects to achieve the SOW and budget.*
22. Works to expand current contracted service offering for current clients.
23. Works to identify and develop viable opportunities for additional PI service offerings outside of the currently contracted service offering for current clients.
24. Works to identify opportunities for BV service offerings that may or may not be the core business of PI.

25. Trains/develops others in industry technical concepts as well as advanced project management strategies in a positive working environment.
26. Identifies opportunities for professional development for self and supervised employees as well as pursues ongoing professional development training.
27. Participates in and attends business development functions as needed to represent the company.
28. Maintains positive outward projection of the company during formal and informal events.

Supervisory Responsibilities:

Manages subordinate supervisors who are managing projects that the PM is ultimately accountable for. Responsible for the overall direction, coordination, and evaluation of all Operations resources deployed to these projects. Supervises approximately 10 employees in a non-direct report relationship. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work, appraising performance, addressing complaints, and resolving problems.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret contract documents, technical project documentation, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, peers, and technical field staff. Ability to tailor presented information of or query response to receiving party.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, accounting software, scheduling software, and project management software.

Education/Experience:

Bachelor's degree (B. A. / B. S.) from four-year college or university; or eight to ten years related experience and/or training, or equivalent combination of education and experience.

Certificates and Licenses:

- Valid driver's license
- Valid passport
- First responder (first aid + CPR) – company provided
- OSHA 30 or local jurisdiction equivalent – company provided
- NFPA 70E – Arc flash training – company provided
- Code of ethics training – company provided
- Additional safety training – company provided

Equipment:

Computer

Knowledge, Skills, and Other Abilities:

- Time management skills
- Active listening skills
- Critical thinking skills
- Problem solving skills
- Oral and written communication skills
- Mastery of the psychrometric chart and application
- Mastery of energy transfers such as heat, hydronic, air, electricity, and kinetic and application
- Mastery of ohms law and application
- Knowledge of contracts and Scope Of Work (SOW) for projects being managed
- Knowledge of CxE-2 level of technical concepts
- The ability to monitor and assess performance of self as well as others
- The ability to consider the relative costs and benefits of potential actions to choose the most appropriate one
- The ability to travel by car & airplane
- The ability to travel up to 2 contiguous weeks, not to exceed 50% of annual occupational hours
- The ability to motivate, develop, and direct people
- The ability to provide fair and objective feedback on a quarterly basis
- The ability to be aware of others' reactions and understand why they react as they do
- Problem Analysis – Seeks out pertinent data and determines the source and key dimensions of a problem.
- Judgement – Reaches logical conclusions based on available information.
- Decisiveness – Chooses from among alternatives and renders timely judgement.
- Planning & Organization – Effectively plans and organizes one's own activities and/or the activities of others.
- Follow-Up & control – Ensures that directives have been understood and carried out; monitors progress.
- Stress Tolerance – Functions in a controlled, effective manner under stress.
- Adaptability – Adjusts approach to reach goal(s).
- Communication – Effectively transmits and receives facts or ideas, orally and in writing.
- Persuasiveness – Effectively moves others to a desired course of action.
- Delegation – Skill at utilizing both staff and line to accomplish SOW & responsibilities.
- Drive – Demonstrates personal accomplishment and a desire to excel.
- Self-Development – Makes an active effort to improve/acquire additional knowledge and skills.

- Human Relations – Establishes and maintains effective relationships with others (both internal & external to the organization).
- Leadership – Provides direction and influences/motivates others to achieve goals.

Physical Demands:

Offsite Work Environment:

The physical demands described here are representative of those 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.

While performing the duties of this job, the employee is regularly required to use hands. The employee is frequently required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

The noise level in the home or company office environment is usually quiet.

Onsite Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In addition to the "Offsite Work Environment" physical demands, while performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to work near moving mechanical components and assemblies. The employee is frequently exposed to work near energized electrical components and assemblies. The employee is occasionally exposed to work in high, precarious places, fumes or airborne particles, extreme cold (non-weather), extreme heat (non-weather), and risk of electrical shock.

The noise level at the project site is usually loud and often requires some form or multiple forms of hearing protection.