

JOB DESCRIPTION

PROJECT MANAGER

WL PORT-LAND SYSTEMS, INC.

Manage \$2M to \$50M design/build projects including new construction and plant renovations for bulk material storage and processing facilities located throughout the country, but with a heavy concentration in the midwest, southeast, mid-atlantic and northeast regions. Responsible for project execution from post-award through commissioning including safety, planning, scheduling, controlling budgets, interfacing with customers, permitting, developing scopes of work, and managing subcontractors / vendor performance on assigned projects. Interface with internal engineering & drafting, purchasing and safety departments. Work effectively with project assistants who are tasked with vendor and subcontract procurement and administrative activities. Position reports to VP Operations.

Responsibilities

Following is a listing of the general responsibilities for this position.

- Review and become familiar with project contract, proposal, scope of work and estimate, all of which will be prepared by the Sales Project Manager and sales team and delivered via a contract handoff meeting. Subsequently, manage the contract.
- Review drawings and communicate with engineering and drafting.
- Coordinate with internal engineering and drafting, purchasing and safety departments while assuring deadlines and budgets are met.
- Prepare and/or coordinate generation of specifications and scopes of work for material, equipment and subcontracted purchases
- Identify and secure outside consultants for geotechnical, site civil and environmental services as needed.
- Secure all necessary construction and environmental permits in conjunction with internal and external technical resources.
- Function as a key interface with the customer. As one part of this interface, lead weekly project review meetings with both customer and company employees participating.
- Schedule with engineering department frequent and periodic design review meetings, some of which are internal and others with customer participation.
- Prepare overall project schedules, engineering schedules with milestones and requisition schedules; revise as necessary.
- Maintain cost control and update budget forecast monthly.
- Assure that scope of work and specifications are met without material deviation.

- Execute change orders, as necessary, with assistance of sales department and negotiate as needed with customer.
- Coordinate onsite Superintendent and Safety Officer.
- Schedule and monitor performance of subcontractors, service technicians, utility providers, material suppliers and equipment vendors including review of approval submittals and drawings.
- Travel as needed to job site to: monitor progress and quality of workmanship; meet with customer, subcontractors, utility providers, equipment technicians and regulatory inspectors; and for commissioning. Typically, less than 25%.
- Manage start-up and troubleshooting on equipment and control devices to ensure proper function and make adjustments consistent with the system process requirements.
- Maintain project documentation and files
- Periodically support sales efforts in estimating and scheduling preparation

Experience / Required Skills

- Attention to detail and strong organizational skills are critical.
- Must be a self-starter.
- Physical requirements: bending, lifting. ***Must be able to climb to significant heights on an occasional basis.***
- Proven competency with building and driving strong teamwork both internally and externally
- 5-years plus of industrial construction experience with projects over \$10M.
- Experience with bulk material storage and handling equipment as well as electrical and control systems.
- Experience with feed mill process equipment, liquid systems and low pressure steam systems preferred.
- BS Engineering or Construction Management degree preferred or related experience. Certified Project Manager Professional is a plus.
- Computer literate including MS Office products and project scheduling software.
- Ability to interpret CAD drawings including mechanical, civil and electrical
- General knowledge of construction sequencing and estimating
- Experience with managing multiple subcontractor schedules and work activity coordination
- Good oral and written communication skills

Careers Contact

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