

## **POSITION DESCRIPTION**

### **Project Manager**

#### **BASIC FUNCTIONS**

The project manager will have overall responsibility for the successful planning, execution, monitoring, control and closure of a project for all structural steel & sheet metal fabrication at Carritec Inc. He will provide planning guidance. He will be responsible for achieving timeliness, quality, and customer satisfaction while maintaining a safe work environment. Manage projects to surpass customer expectations and meet contractual deadlines and deliverables. Establish and ensure lines of communications with customers externally and internally with engineering and manufacturing teams, throughout all phases of the contracts from document approvals to completion of project. This is to be achieved according to forecasted financial objectives.

#### **RESPONSIBILITIES**

Co-ordinate all aspects of project administration with appropriate and accurate scheduling.

Day-to-day management of steel fabrication projects, which include but are not limited to contract administration, project and manpower scheduling, materials purchasing/procurement, shop/field production and sub-contractor coordination.

Prepare and track the projects schedule.

Monitor and track the projects budget.

Ensures that all contractual terms and obligations of such projects are maintained.

Ensures projects meet cost requirements.

Assures proper accounting for project change orders.

Interfaces with necessary departments to determine the scheduling of work and materials.

Meets with customers and vendors to identify potential barriers with resolutions that maximize production and minimize costs.

Visits job sites as needed and required. This may consist of out of state travel.

Prepares reports for management.

Meets with key personnel to ensure timeliness of project.

Meets and confers with Engineers, Detailers, and Plant and Field crews to verify accuracy of all construction drawings.

Assist accounting team during the completion of the project to insure accuracy of shipping and invoicing documentation according to contract. Also, support the accounting team in collecting payment when issues arise. Resolve any pending issues that may comprise receipt of payment.

Reviews plans and proposals and determines proper procedures in order to accomplish company/dept goals.

Dealing with outside fabricators, (monitoring, tracking & inspection of the projects fabrication).