



PROJECT MANAGER JOB DESCRIPTION

Job Summary:

The Project Manager ("PM") manages multiple capital projects within the heavy industry, infrastructure, and utility sectors. The PM monitors and proactively manages costs, changes, and other aspects of the project, as well as the project timing and any changes thereto, and reports internally and externally to the Client accordingly. The PM is wholly responsible for all the duties of this position, which may be performed on their own or with a staff of subordinates, depending on the size and complexity of the project.

Experience:

- BA/BS in Project Management, Construction Management or related Engineering Field or equivalent industry experience.
- Six (6) to ten (10) years of project management experience.
- Experience managing project teams.
- Thoroughly understand and utilize Information Technology in the performance of their work, including Adobe Acrobat and Microsoft Office Suite.

Responsibilities:

- Establish Project Objectives and Strategy.
- Manage communications.
- Manage and Control the Project Program and Owner's Requirements.
- Expedite Schedule and Project Delivery.
- Support with selection of Consultants, General Contractors and Other Consultants.
- Constantly Manage Project Risks and Minimize Owner's Exposure.
- Daily personal interaction with Client/Owner team, Engineers, stakeholders, contractors, inspectors, and authorities having jurisdiction on the project.
- Oversight and management of all project functions.
- Facilitate the resolution of all project issues.
- Oversee project to ensure that activities are carried out in accordance with established specifications, schedules, and budgets.
- coordinate interdepartmental functions in order to minimize delays.
- Meet with program team members on a regular basis to review progress and costs.
- Ability to travel to assignments, including overnight or extended stays, as required.
- Represent the company and SG project team in a positive manner in all project meetings.
- Represent SG at all times in such a manner as will enhance the reputation of the Company.