

Senior Project Manager Job Description

Summary

The Project Manager shows initiative and is responsible for overseeing process designs, estimates, proposals, contracts, budgets, and equipment installations for sanitary process systems for the food and beverage industries. This is a strategic position requiring strong organizational ability and communication with all levels of the organization. This is a full-time position with benefits.

Industry Expertise Required

- Thorough understanding of sanitary process piping for the food and beverage industries, piping layout, good piping practices, P&ID's, and layout drawings
- Proficient in estimating, managing budgets and change orders
- Project management and supervisory experience
- Ability to create and document the project requirements

Project Development Duties

- Develop and maintain favorable customer (sales) relationships
- Pursue, develop, and close leads
- Negotiate and close RFQs
- Upsell current projects

Project Design Duties

- Thoroughly document customer requirements and scope of work
- Collaborate and review customer's requirements with design team to create concepts and to select equipment size, devices, and piping
- Ensure customer and vendor contracts adhere to the customer's requirements

Project Estimation and Presentation Duties

- Estimate project costs
- Create project schedule of values, project budget, and cost code schedule
- Write and present proposals including the scope of work, cost of materials, manpower, subcontracts, project schedule and associated drawings, charts, calculations, and options to the customer
- Monitor estimated vs. actual production hours per project



Purchasing Duties

- Effectively purchase materials, equipment and subcontracts and maintain on-going controls and records in Vista Project Management software
- Identify local suppliers, rental yards and miscellaneous accommodations for field crews and equipment

Project Management Duties

- Simultaneously manage multiple construction projects
- Maintain and monitor general conditions, work scope and specifications of project contract/subcontracts— before, during and upon completion of project
- Collaborate with field supervisors to plan, organize, and schedule project work, and to ensure work crews will be able to meet customer's schedule
- Track equipment and material arrival to coordinate with the arrival of work crews
- Develop detailed material and labor takeoffs as required to manage project budgets
- Communicate with customers and our internal team regarding schedule, progress, changes, and concerns
- Ensure that the project is implemented effectively within cost, schedule, quality, and safety parameters
- Ensure field installation teams adhere to Barnum Mechanical's safety policies, and customer-specific rules and regulations

Project Tracking and Documentation Duties

- Document and track all purchase orders, subcontracts, labor, change orders and equipment purchased in Vista Project Management software
- Create and forward to Accounting to upload project budgets in Vista Project Management software. Update Accounting with budget(s) as changes occur
- Ensure all changes to the job's scope of work are thoroughly documented using a formal change order
- Work with accounting to generate and approve progress payments to customer
- Review and approve invoices received from subcontractors and vendors
- Direct completion of project documentation (equipment manuals / as-built drawings)
- Ensure all project documentation is organized and stored on Barnum Mechanical's shared drive

Technical Requirements

- Excellent communication and writing skills
- Proficient in Microsoft Word, Excel, Project, and Outlook
- Experience with Vista Project Management software a plus
- Basic understanding of CAD software
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals



Skills/Competency Requirements

- Ability to stay on task and meet deadlines in a dynamic environment
- Ability to interface with construction industry professionals with professionalism, respect, and credibility
- Approximately 80% of the job will be performed at headquarters, but applicant must have the ability to travel to remote job sites for extended periods of time. Driver's License required
- This is a service-orientated position. The successful candidate must genuinely enjoy working with people, have a pleasant disposition, and be willing to advance the goals of the organization by demonstrating competence in relevant subject areas and a willingness to be helpful

Education / Experience Requirements

- An Associate degree in Management or Engineering or proven experience with industry practices for stainless steel manufacturing\installation such as welding, and equipment rigging is required
- PMP certification (or demonstrated comparable experience)
- Previous supervisory project management experience
- Minimum 5 years' experience in a Stainless-Steel Manufacturing/process piping installation environment is preferred

Physical Requirements

- Stand for 10 hours each day
- Lift up to 50 lbs.

Contact Info: Please send your resume and cover letter to: hr@barnummech.com.

Barnum Mechanical Inc. is an Equal Opportunity Employer. Preference will be given to veterans.