

# PROJECT MANAGER

## JOB DESCRIPTION

Job title: Project Manager  
Status: Full Time Position – Exempt  
Schedule: 8 am – 5 pm; overtime as needed  
Supervisor: Project Manager - Leader

### Summary

A project manager must have proven experience, skills, and knowledge to ensure timely completion of major developmental production projects while maintaining excellent customer service to uphold the company motto of “You’ll like working with us!” A project manager must work collaboratively across departments and be willing to assist as needed to help the team to be successful. A project manager has input into processes and can recommend changes and improvements for efficiency as needed. You are accountable to learn not only our equipment but also our industry so that you can assist our customers with questions and be able give clarity.

All project managers are accountable for their projects through all phases, from design through engineering, manufacturing, production and finally to field service (including installation, commissioning, and project closeout). All project managers’ work with Sales and estimating to assist with bid pricing and in support to both internal and external Sales staff as needed. Also collaborates with both domestic and international representatives and customers to provide relevant answers to all questions pertaining to potential and current projects. Successful candidates will be responsible for managing clients, coordinating engineering work, developing, and monitoring project performance, as well as overseeing and facilitating detailed design elements. Candidate will need to possess the ability to track progress and compare results against design requirements while achieving schedule and cost targets. The ideal person for this position enjoys a challenging fast-paced environment and is willing to do what it takes to produce the necessary results.

### Essential Functions:

Although these are the essential functions, the specific duties listed with each are a brief summation.

1. Manage 25-35 projects in various stages.
2. Mentoring and Training of peers and new project managers
3. Setting annual goals that align with the corporate strategy and achieving them.
4. Lead internal projects for increased efficiency, process control, cost reduction, quality etc., as assigned or approved.
5. Provide technical support to the entire Sales organization, including representatives and consultants as well as current and potential customers.

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6. Working with the mechanical engineers on modifications of equipment due to site constraints or new site developments.
  7. Contract reviews and negotiation are critical in this position.
  8. Provide after-sale support to existing customers, representatives, and domestic sales as required.
  9. Direct, coordinate, and exercise functional authority for the planning, organization, control, integration, execution, and completion of projects and orders. This is to include, but not be limited to:
    - a. Preparation, monitoring, and control of all project schedules and timelines
    - b. Preparation, analysis, and timely completion of all project submittals
    - c. Analysis of appropriate manufacturing instructions, project specifications, and documentation
    - d. Analysis and approval of purchased materials and schedules.
    - e. Operation and Maintenance manual arrangement and submission
    - f. Shop test documentation for quality control
    - g. Shipping (means and most efficient cost)
    - h. Completion of final shop tests and acceptance
  10. Partnering with purchasing to assure on-time delivery of fabrications for projects and consistent application of design adjustments are communicated to vendors.
  11. Coordinate schedule for resolution of engineering design issues and test problems.
  12. Evaluate and approve design changes, specifications, and all documentation releases.
  13. Prepare product budget and control expenses to remain within established budget and manage collection of payments. Accountable for the total cost of project and reporting out at close out meetings.
  14. Provide in-progress and completed project reports.

## **Job Requirements**

1. **Education:**
  - a. High School Diploma required
  - b. Preferred: College Education; bachelor's degree in engineering, business administration or related fields; equivalent life experience
2. **Experience:**
  - a. Required: 5 years' experience as a Project Manager
  - b. Required: Understand contract language and know how to manage terms and conditions.
  - c. Required: Understanding of mechanical blueprints and concepts.
  - d. Required: Computer Proficiency: 5 years proficiency in MS Office, including Excel, Word and PowerPoint
  - e. Strongly Preferred: Construction/Manufacturing background or demonstrated ability to adapt experience to this environment.
  - f. Strongly Preferred: Worked on International projects.
  - g. Preferred: Technical knowledge of water and wastewater utility design and/or storm water/drainage/flood control design.
3. **Skills:**



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- a. Strongly Preferred: Bilingual skills, able to speak Spanish.
  - b. Must possess analytical and organizational skills.
  - c. Must have excellent oral and written communication skills, as well as the ability to represent the company image of "You'll like working with us!" to customers and vendors alike.
  - d. Able to work collaboratively with others in a team/coaching environment.
  - e. Proven meticulous attention to detail and possesses ability to multi-task well and to complete project on time, within budget, and to the customer's satisfaction.
  - f. Demonstrated ability to follow through and keep promises – reliable and timely.
  - g. Must be self-initiating, independent, have good problem-solving skills, and have the ability to organize time and diverse responsibilities.
  - h. Must be skilled in educating others, with a demonstrated ability to provide technical assistance, as this position works extensively with customers for product support.

**4. Working Conditions:**

- a. Current Headquarters and manufacturing facility is located in Saginaw, Michigan.
- b. Drug-free, non-smoking environment.
- c. Duperon Corporation provides an excellent business opportunity for an individual who is dedicated and looking to establish a career. There is opportunity for a person who wishes to grow with the business. These opportunities can be realized if the ability and desire to drive your personal development is present to meet the corporate strategic objectives.
- d. Duperon Corporation is a dynamically paced company with a fast-growth strategy; often, protocols and processes that were appropriate a year ago are no longer valid. An individual should examine their personal style and preferences to determine if this would be a suitable environment.
- e. May require travel out of state (National Trade show, Training/conferences, and/or Customer site – typically less than 10%).

**5. Other Requirements:**

- a. Must be appropriately and professionally attired to business standards and practice good hygiene.
- b. May require climbing stairs/embankments, standing/sitting for long periods, occasional lifting, and traversing distances of 100 yards or more over uneven terrain.
- c. Sitting and for long periods at a time at a computer and talking on the phone.
- d. Occasionally, you will need to be on-site at a wastewater treatment plant and will be exposed to the varying conditions of those facilities, which may include stairs, uneven flooring, smells, exposure to H2S gas within OSHA limits.
- e. Must have a high level of personal integrity, ownership, and pride, and see something possible for yourself as an individual within the company vision.
- f. Must have a valid driver's license and a good driving record to travel on behalf of Duperon Corporation.
- g. A Project Manager's role is best performed in the office; however, we will follow all necessary guidelines and recommendations during a health crisis, i.e.: pandemic, state, or county wide outbreak of any illness

