Membrane Process & Controls, Inc.

Job Description

Job title: Process Project Manager

Work Location: Edgar, WI – Main Office

Division/Department: Engineering

Reports to: Engineering Manager

■ **Full-time**	■ **Exempt**
☐ **Part-time**	☐ **Nonexempt**

Essential Duties and Responsibilities:

Provide leadership and technical guidance for the implementation of projects involving molecular filtration, fluid, and heat transfer systems at customer facilities. Maintains MP&C's integrity, professionalism, and profitability during project execution. *This is a highly visible leadership position*. The Project Manager must exhibit emotional composure, be a logical problem solver, and have a willingness to work with many personality types to achieve solutions that are reasonable and fair to all parties.

- Communicate with customers including travel to customers' facilities for meetings, collection of information for installation, technical process parameters, controls interface, and production downtimes.
- Assist the Engineering Manager with technical oversight of engineering and installation personnel (i.e. review calculations, drawings, adherence to scope, work standards) for assigned projects.
- Assist the Engineering Manager with internal MP&C coordination of engineering, material ordering, and fabrication to keep assigned projects on schedule.
- Monitor and track the technical progress of assigned projects through all phases (engineering, material ordering, fabrication, installation, and start up). Ensure that contractual scope and specified requirements are being met.
- Monitor and track the fiscal progress of assigned projects through all phases to stay within the budgeted cost.
- Must be willing to communicate honestly with customers, in a timely manner, to address technical, schedule, or fiscal discrepancies as well as obtain drawing approvals and informational needs.
- Coordinate with Sales and Estimating Departments to provide technical review of proposals and preparation of Change Orders for assigned projects. Also assist with technical and cost evaluation of proposals to customers with which a relationship has been established through previous projects.
- Create and manage project schedules for assigned projects. Must clearly and frequently relay information to scheduler to obtain personnel resources with advance notice.
- Must provide sufficient on-site presence for direction of MP&C personnel as well as the coordination with the customer and other trades to keep project schedule and scope on track. The amount of time needed on-site will vary depending on the specific project and customer.
- Ability to travel approximately 35% of the time which will involve overnight stays. Mostly in the Midwest region of the U.S. but does include other parts of the U.S. and occasional international locations. *Must be able to acquire a Passport and maintain personnel background such that individual can enter Canada for contract employment.*
- Must have and maintain a valid Driver's License.
- Maintain compliance with all company policies and procedures.

Education and/or Work Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal personnel and external customers.
- High level of computer proficiency (MS Office – Word, Excel and Outlook, Project, AutoCAD).
- Must be able to maintain composure when under pressure and work with a team to meet deadlines, while maintaining a positive, professional attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices. Must be a self-managing individual that will take ownership of assigned project.
- High school diploma or GED required.
- Minimum: 2 year technical or associate degree.
- Preferred: BS in Engineering (Chemical, Mechanical, Food Science, Electrical Engineering or Project Management).
- Three (3) years of experience in fluid or thermal system/equipment design (helpful if in sanitary food processing).
- Three (3) years of project management for construction or industrial process installation (helpful if in sanitary food processing).

Physical Requirements:

- Ability to perform the essential job functions consistent safely and successfully with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to sit for work at a desk
- Ability to walk, climb ladders, bend, lift and carry up to 35 pounds in an industrial plant is very helpful.
- Must be able to talk, listen and speak clearly in person or via phone.

Print Employee Name:

Employee signature: **Date:**