

POSITION DESCRIPTION

Job Title: Major Projects Project Manager
Department: Engineering
Reports To: Engineering and Purchasing Director
Location: Greenfield, IN

SUMMARY

The Major Projects Project Manager manages projects sold by Modernfold Sales as managed by Modernfold. These projects will include Modernfold owned and distributor owned contracts. The Project Manager will interface with all areas within Modernfold to ensure projects stay on time and within budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain project schedules and milestone reporting.
- Lead Major Project weekly review meetings.
- Work with Engineering and Sales to document project scope and layout.
- Ensure Finance has the correct bill of materials.
- Complete and submit order forms on Modernfold owned jobs.
- Review and approve acknowledgements.
- Coordinate long lead time materials with factory and purchasing.
- Review contract documents and note and special items.
- Coordinate changes with all affected departments.
- Project approval submittals (get approval from customer prior to starting work)
- Verify facility is on schedule.
- Verify facility is ready prior to installation start dates.
- Attend on site project meetings as needed.
- Write Trouble Reports.
- Develop plan to repair damaged or non-functioning product.
- Coordinate development of punch list.
- Coordinate fix of punch list items.
- Obtain project sign off with GC on Modernfold owned projects.
- Organize and conduct owners training with local distributor on Modernfold owned projects.
- Other duties as assigned by the Engineering and Purchasing Director

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Bachelor's degree in project management or 5 years or more of project management experience in the building and construction industry.

LEADERSHIP SKILLS

Has demonstrated the ability to lead large projects. Is an active-learner that is empathetic to the challenges experienced throughout the project.

LANGUAGE SKILLS

Ability to communicate throughout the organization in written and verbal form. Ability to read, analyze, and interpret information. Ability to write reports, business correspondence, timelines, and technical documents. Ability to effectively present information and respond to questions from groups of managers and customers.

MATHEMATICAL SKILLS

Ability to apply simple math concepts; such as fractions, percentages ratios, and proportions to practical situations. Ability to use key analytical metrics to drive improvements.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, talk or hear. The employee is frequently required to sit. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust and focus.

WORK ENVIRONMENT

Office environment with separate work stations or offices. Overnight travel will be required.