

Selas Fluid Processing Corporation

Job Specification

Job Title:	Project Manager 1
Reports to:	Manager of Projects
Last Updated:	April 2010

Position Summary

The Project Manager 1 position is responsible for overall project execution, manpower and cost forecasting and control as well as coordinating efforts of team assigned to the project. Project Manager 1 provides coordination of effort and for the timely issuance of high quality documents prepared by the team. Project Manager 1 main objective is to plan, organize and control projects so that they are executed in a quality manner, within budget and on schedule.

Key Areas of Responsibility

- Plans, directs, supervises and controls the execution of all business, technical, fiscal and administrative functions of the project in accordance with Company policies and procedures.
- Administers the contract and assures that the work is performed safely and in accordance with contract requirements, the project schedule and approved budgets.
- Manages the project profitability goals. Responsible for project forecast, schedules, cost estimates, and financial reports. Works with key project individuals to devise and execute action plans to rectify potential cost overruns or schedule delays, or to accommodate significant changes to the scope of work.
- Monitors and reports to management and other stakeholders on the progress of project activities, including significant milestones, and any conditions which would affect project cost or schedule.
- Works with Department Managers and engineering discipline leads to develop schedules and plans for various elements of the project. Ensures that the project meets or exceeds goals established in these plans.
- Identifies potential problems, mitigation plans, implements corrective action plans, and coordinates with project personnel to resolve problems.
- Takes responsibility for team building and personnel development.
- Promotes technical and commercial excellence on the project through application of Quality Assurance processes.
- Provides coordination with other organizations within and outside of the Company to accomplish project goals.
- Acts as a Company representative with the client and other organizations during the project execution. Negotiates changes to the scope of work with the client and selected subcontractors. Responsible for following up on instructions and commitments associated with the project.

- | |
|---|
| <ul style="list-style-type: none"> • Provides support to other senior level Project Managers in executing more complex projects. |
| <ul style="list-style-type: none"> • Performs other assignments associated with this position as may be appropriate. |

Required Qualifications

- | |
|---|
| <ul style="list-style-type: none"> • Proven record of managing projects in \$1-5 million range. |
| <ul style="list-style-type: none"> • Knowledge of integration of engineering and procurement activities. |
| <ul style="list-style-type: none"> • Ability to perform in the management capacity. Excellent written and oral communication skills. |
| <ul style="list-style-type: none"> • High level of professionalism, initiative and creativity. |
| <ul style="list-style-type: none"> • Problem solving / lateral thinking skills. |
| <ul style="list-style-type: none"> • Excellent time management and prioritization skills. |

Education/Experience

- | |
|--|
| <ul style="list-style-type: none"> • Bachelors Degree in Engineering (Mechanical or Chemical preferred) is required. |
| <ul style="list-style-type: none"> • 3 years of project management experience in petrochemical, chemical, or power industries coupled with engineering background is desired. |