



## Job Description: Manufacturing Project Manager

Alternative Titles: Project Manager

Revised: April 2009

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Business Unit: Manufacturing

Employee Type: Exempt

Reports To: Manager of Estimating and Projects

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**Purpose:** Responsible for the comprehensive execution of projects from award through completion. This includes establishing and maintaining the project schedule, coordinating and directing the project team, as well as, coordinating and controlling all required project management systems.

**Work Schedule:** Monday thru Thursday 7:30 a.m. to 5:30 p.m. and Friday 8 a.m. to 12 p.m.

### Essential Skills *(must possess the ability to)*

May include but not limited to:

- Develop a plan for managing each project, including staffing, schedule, job cost breakdown, work measurement system, invoicing format, and document flow and control.
- Ensure that accurate estimates are prepared for each designated project.
- Establish a positive and open relationship with the Owner.
- Ensure the contract is reviewed, understood, communicated to the project team and adhered to throughout the course of the project.
- Develop and implement a system for timely and accurate project documentation, including billings, change requests, information requests, schedule, meetings, transmittals, and work measurement.
- Ensure that Lauren's standardized management procedures and methods are being utilized.
- Interface with Project Engineer and Site Manager, as necessary, to review constructability of design with the goal of meeting or exceeding projected quality, cost and schedule commitments.
- Manage key project positions as required to establish, organize, and direct the efforts of the project team.
- Ensure compliance with all quality initiatives and processes.
- Familiar with industrial piping components.
- Interpret Isometric drawings and P&ID's.
- Balance priorities of several concurrent tasks.
- Ensures that facility personnel receive necessary documentation and materials to complete work within schedule commitments.
- Work within precise limits and standards of accuracy.
- Follow oral and written directions.
- Work within company policy as outlined in the Lauren Engineers & Constructors Administrative Handbook and in compliance with the LEC Human Resources Policy Manual, LEC Safety Manual and OSHA Safety rules.
- Perform other duties as assigned by the supervisor as needed.

### Essential Qualifications

- Seven (7) years of formal training and experience in heavy industrial construction or manufacturing projects.
- Bachelor Degree in Construction Management, Engineering Technology or related technical field. Equivalent experience is acceptable.
- Have a full understanding of the flow and logistics needed for the execution of a construction or manufacturing project.
- Possess excellent leadership skills and have the ability to effectively manage employees based at the shop.

- Possess the ability to facilitate and promote engineering, procurement, and construction to work as one group.
- Possess the ability to organize large amounts of information into an efficient format.
- Must be able to accurately forecast project results through trend analysis.
- Possess the ability to build cohesive teams and resolve conflicts.
- Proficiency in Primavera's P6 and Project Management software systems, as well as, Microsoft Word and Excel.
- Work in a highly collaborative manner with others to pursue department and company goals.

**Physical Requirements**

- Occasionally lift objects weighing up to 25 pounds
- Sit for long periods of time
- Occasionally stoop, kneel or crouch
- Use hands and arms to reach for, grasp and manipulate objects

**Tool Requirements**

- None

**Environment:** Most work time is spent in an office or on the manufacturing facility grounds. These manufacturing facilities can be dusty, dirty, noisy and occasionally hazardous. Work is often performed under pressure and stress, especially when facing completion deadlines.

**Employee Review Acknowledgement**

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.

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Candidate/Employee Signature

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Date