



Job Description: Project Manager

Revised: May 2011

Business Unit: Project Management

Employee Type: Exempt

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: Varies by location. Must have open availability any time any day of the week.

Essential Skills (*may include but are not limited to the ability to*)

- Project Planning - Develop a plan for managing each project, including staffing, schedule, job cost breakdown, work measurement system, invoicing format, and document flow and control.
- Estimating - Ensure that accurate estimates are prepared for each designated project.
- Customer Relationship - Establish a positive and open relationship with the Owner.
- Contract Review - Ensure the contract is reviewed, understood, communicated to the project team and adhered to throughout the course of the project.
- Project Documentation - Develop and implement a system for timely and accurate project documentation, including billings, change requests, information requests, schedule, meetings, transmittals, and work measurement.
- Constructability Reviews – 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.
- Leadership – Manage key project positions including the Project Engineer, Site Manager and Project Administrator, as required. Establish, organize, and direct the efforts of the project team. Ensure that Lauren’s standardized management procedures and methods are being utilized.
- Quality – Ensure compliance with all quality initiatives and processes.
- Work within Company policy as outlined in the Lauren Engineers & Constructors Employee 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

- EPC Concept – Demonstrated knowledge and understanding of the flow and logistics needed for the execution of EPC projects.
- Labor Relations - Experience in working with various labor in merit and union environments.
- Organization - Possess the ability to organize large amounts of information into a coherent, meaningful format.
- Industry Experience – Hands of experience in oil & gas, power, chemical, and other similar industrial sectors.
- Forecasting/Reporting – Must be able to accurately forecast project results through trend analysis.
- 10+ years of formal training combined with field experience. General management experience at the senior management/executive level
- Bachelor Degree in Construction Management, Engineering Technology or General Business Administration preferred, but may be substituted with technical training and/or experience.
- Understanding of Scheduling Software (preferably Primavera).
- Understanding of Cost Tracking and Accounting functions.

Physical Requirements

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

Environment: Most work is conducted in a comfortable office environment but exposure to site and weather conditions also occurs. Field construction work is performed outside so exposure to all types of weather conditions, including extreme heat and cold, is common. Personal protective equipment, including but not limited to hard hats and safety glasses, must be worn in all areas as required. Although the work usually is not considered inherently dangerous, must be careful while performing onsite services.

Employee/Candidate 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, if hired, I am an at-will employee, and this Job Description does not constitute a contract of employment.

Candidate/Employee Signature

Date