

Position Description: Major Projects Manager

Immediate Supervisor: **Manager of Major Projects & Pre-Construction Services**

PURPOSE & GENERAL AREA OF RESPONSIBILITY:

Oversees all aspects of major projects using planning, monitoring and controlling processes. Responsible for coordination and completion of the project. Performs a variety of tasks including setting deadlines, assigning responsibilities, and monitoring and summarizing progress of the project in report form. This position is responsible for simultaneously managing multiple large projects. Projects typically will be of complex design, of long duration, may require multiple shipments with large and varied type products in the job scope.

Ensures that the Company provides extraordinary service and empathy to our external Customers in a way that will cause them to become totally delighted in their business relationship with Gordon, Inc. Performs all duties and responsibilities in a way that provides for continual improvement of the Total Quality environment for not only the Business Unit Team, but for the entire company.

Provides total satisfaction with the product delivered to all Internal Customers. This position is guided by the Company's Core Values, Beliefs, and Principles, and participates with the entire Business Unit in pursuit of its role and responsibilities toward continual attainment of the 5-Strategic Imperatives and the Profitability Goals of the Company.

Specific Areas of Responsibility include (but are not limited to):

- Responsible for planning the project in order to accomplish its goals or produce the products required within the constraints of time, cost and specified quality standards.
- Reviews all Architectural Drawings, Specifications, and Contract Documents that are available to determine scope of project, completes take-offs and prepares cost estimates.
- Prepares comprehensive bid packages in accordance to plans and specifications, and communicates to our customers any alternates to the specifications in our bid package.
- Continuously monitors project progress in terms of the status of the plan timelines, budget status, and reports to senior management. Facilitates weekly and ad hoc project meetings designed to provide continual updates and direction.
- Anticipates and timely communicates deviations from a project plan or schedule and keeps all participants and stakeholders informed.

- Analyzes, identifies, logs, and manages potential and known actual risk issues, takes corrective action by tackling day-to-day issues head on. Forecasts how more serious project set-backs and issues of risks might impact project scope, schedule, quality and cost.
- Identifies where and when management of issues and risks or accommodating altered requirements will involve extra time or extra resources and where and how project efficiencies can be created in the event a project plan is off track.
- Able to communicate at all professional levels ranging Architects to Contractors to Fabricators.
- Identifies the need for resources, and subsequently takes on the responsibilities for resourcing available assets that should be channeled to the project.
- May work directly with the team members or with their team leaders to estimate effort, plan activities and negotiate consensus among individual team members on their appointed tasks.
- Works with Purchasing and Logistics to monitor the effectiveness of third party vendors which are managed and coordinated by Purchasing under the guidelines as committed to by the company and reflected in the Project time lines.
- Must exercise good judgment in whether tasks should be broken down into smaller detail or not.
- Should be able to create and continuously maintain and use Gantt charts, spreadsheets or other appropriate tools to manage critical path items and establish coordination of interdependent assets.
- Should be experienced in providing a team with direction and vision, including motivating people to perform, listening to people, providing feedback, recognizing strengths and providing challenges.
- Responsible for bringing the project to a close, which may include creating an end of project report or evaluation document, holding project completion meetings and activities, and capturing and using relevant lessons learned.
- Without necessarily being an expert, the Project Manager should make an effort to understand the technology being used in order to understand and question requests coming from specialists and technical staff and to evaluate what is reasonable or possible.
- Must have an understanding of relevant methodologies, processes and standards and ensures that all project team members understand and follow these also.
- Responsible to ensure that quality levels as provided in the specifications are continually achieved in our organization without compromise.
- Able to generate many types of documents, including specifications, contracts, schedules, project reports, communication (email) records, design and vendor specifications, meeting agendas, minutes and status reports.

PERSONAL CAPABILITIES, ATTRIBUTES, AND CHARACTERISTICS:

1. Strong Interpersonal Skills
 - Good Listening & Communication Skills
 - Recognizes the Needs of Others – Empathetic for the Needs of Others
2. Good Planning and Organizational Skills
 - Able to Structure Tasks
 - Establishes Priorities
 - Good Follow-through and Follow-up skills
3. Able to Effectively and Successfully Handle Multiple Tasks
 - Strong Internal and External Customer Orientation
 - Meets Commitments
 - Strong Problem-solving skills
 - Understands Common cause vs. Special cause influences on processes
4. Effective Adaptability in a Changing Environment
 - Able to revise and execute on plans due to the changing needs of the Customer
 - Able to effectively evaluate and select alternate methods to get the job done
 - Follows up with Team Members to Ensure Completion of Tasks and Procedures
5. Works Effectively in a Stressful Environment
 - Has a good Self-image
 - Displays Confidence and has a “can do” spirit
6. Technical Competency
 - Good Computer Skills – (e-mail, CAD, Word, Excel Spread sheets, Internet, Intranet)
 - Able to Read and Interpret basic Engineering Drawings
 - Maintain Follow-up lists and checks for completion
 - Good Technical and Business writing skills
7. Leadership
 - Set Clear Direction
 - Make Expectations Clear
 - Provide the Environment
 - Sets the Example
 - Hold Individuals and Teams Accountable for Performance

By signing below I acknowledge and understand the requirements of the position as listed above.

Signature

Date

Print Name