

## **JOB DESCRIPTION**

**Title:** Senior Engineering Project Manager

**Date:** September 22, 2020

**Report to:** Director of Project Management

**Job Location:** Buffalo, NY

### **Job Summary:**

Manage major projects for high-profile customers in the petrochemical, oil and gas, power generation, industrial gas and air separation markets, based upon the information provided from marketing team and customer specifications. Track and schedule all aspects of projects. Provide detailed information to engineering and manufacturing teams for successful completion of awarded project.

### **Duties and Responsibilities:**

- Analysis of customer supplied information including drawings, specifications (mechanical, electrical, painting, welding, non-destructive testing, etc.) with ability to translate project requirements into milestones, assignments & budgets.
- Actively manage and drive overall project cost, schedule, and quality performance relative to internal metrics and contractual requirements; ability to recognize both commercial (budgetary, delivery) issues and create recovery plans. Monthly reporting of overall project status.
- Act as the primary point person and customer contact on assigned projects.
- Track and manage all necessary technical data from start to completion of project
- Provide technical information for design & drafting to generate drawings.
- Follow up with customer for technical and commercial clarifications as necessary.
- Manage the change order process when deviations from scope are identified.
- Creation of inquiries to sub-suppliers for the purpose of component selection and or costing.
- Produce & schedule test requirements (inspection and test plans) for manufactured equipment.
- Full responsibility for Project execution including profitability to budget, on-time delivery and a positive customer experience.

### **Customer Centric Skills and Abilities:**

- Exceptional customer facing communication skills and ability to communicate clearly and professionally with clients, suppliers, and internal team on a regular basis, both verbally and in writing.
- Experience with large scale, complex & innovative projects with ability to review & apply project specifications. (packaged equipment manufacturing with long lead time / life cycle).
- Schedule oriented with proficient multi-tasking skills to and successfully manage and execute multiple projects in different stages of completion at once.
- Excellent judgment with ability to make decisions and delegate tasks effectively. Solution oriented with the capacity to resolve escalated issues.
- High organizational skills required to maintain and track all project correspondence and documentation.
- Adept negotiation, forecasting and estimating skills.

### **Knowledge:**

- General knowledge of commercial terms.
- General knowledge of rotating equipment such as pumps, gears, compressors, motors, steam turbines, turbo-expanders, and generators.
- General knowledge of heat transfer, filtration, control valve application, instrumentation selection.

- General knowledge of ANSI B31.3 and B31.1 piping standards and ASME pressure vessels.
- General knowledge of API standards (including but not limited to API-614, API-610, API-611, API-617, API-618, API-619, API-672, API-676, API-11P).
- General knowledge of ASTM structural steel material standards for shapes, plate, forgings, castings, bolting. Familiarity with structural metal welding, weld symbols & fabrication ideal.
- General knowledge of NEC (National Electric Code) and other international electrical codes such as IEC and CSA.
- Mechanical knowledge of custom OEM rotating equipment including their design, uses, repair, and maintenance highly desired.
- Ability to operate with minimal direct supervision.

**Credentials and Experience:**

- BS in Engineering
- 10 years related experience in engineering and project management

**Special Requirements:**

- Willing to work overtime to meet deadlines. Occasional domestic and international travel for technical meetings at client's facilities.