COBEY®

One Ship Canal Parkway • Buffalo • New York 14218 • 716-362-9550 • Fax: 716-362-9551
Web Site: www.cobey.com • E-Mail: cobey@cobey.com

Cobey Job Description

Title: Project Manager
Report to: Director of Project Management
Job Location: Buffalo, NY

Job Summary:

Manage projects for customers in the petrochemical, oil and gas, power generation 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.).
- Provide technical information for design & drafting to generate drawings.
- Creation of inquiries to sub-suppliers for the purpose of component selection and or costing.
- Follow up with customer for technical and commercial clarifications as necessary.
- Produce & schedule test requirements (inspection and test plans) for manufactured equipment.
- Track project budgets and all necessary technical data from start to completion of project; ability to recognize both commercial (budgetary, delivery) issues and create recovery plans.

Knowledge, Skills, and Abilities:

- General knowledge of ANSI B31.3 and B31.1 piping standards and ASME.
- General knowledge of API standards (including but not limited to API-614, API-610, API-611, API-617, API-619, API-676).
- General knowledge of rotating equipment such as pumps, gears, compressors, motors, steam turbines, turbo-expanders, and generators.
- General knowledge of ASTM structural steel material standards for shapes, plate, forgings, castings, bolting.
- General knowledge of heat transfer, filtration, control valve application, instrumentation selection.
- General knowledge of NEC (National Electric Code) and other international electrical codes such as IEC and CSA.
- Ability to communicate clearly and professionally with clients, suppliers, and internal team on a regular basis, both verbally and in writing.

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- Must be good at multi-tasking, and running multiple projects in different stages of completion at once.
- High organizational skills are required to maintain and track all project correspondence and documentation.
- General knowledge of commercial terms.

Credentials and Experience:

- BS in Engineering
- 5 years related experience in engineering and project management or
- Equivalent combination of education and experience.

Special Requirements:

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