



Job Title: Project Manager

Department: Operations/Projects

Reports to: Vice President, Operations

DUTIES AND RESPONSIBILITIES:

1. Integrate, facilitate, coordinate, and manage all activities related to planning, executing, and monitoring of projects throughout the entire project lifecycle.
2. Collect time estimates for proposed projects based on project scope, business or other requirements, as needed.
3. Create project plans with tasks, schedules and resource allocations.
4. Facilitate status meetings with project team members, as needed.
5. Track status for each project under its supervision or management.
6. Produce and distribute meeting minutes for all, status and decision making meetings; Ensure than meeting minutes are done for design meetings.
7. Assign and follow up on work requests and tasks with project team members.
8. Report status to customers and management at regular intervals.
9. Arbitrate discussions between project team members to produce the best results for the customer within cost and schedule constraints.
10. Assist other project team members in resolving issues.
11. Escalate non performance of team members to management when appropriate
12. Create and execute integrated project development plans and monitor compliance with contract terms.
13. Assist in managing the project portfolio by leading the development of business assessments and other project documentation that ensures alignment of development programs with corporate objectives.
14. Maintain list of assigned, active and requested projects, as directed
15. Provides strategic, expert advice and consultation on the design and implementation of effective operations and business processes, to include process analysis, redesign, reengineering, and organizational effectiveness.
16. Develop integrated project plans, implementation schedules, and cost estimates for major, long-term projects.
17. Communicate regularly with executive management and administration regarding the status of current project initiatives; obtains executive guidance and approval as required to advance initiatives.
18. Provide leadership and direction to the Project development staff.
19. Manage Technology and consulting vendor/partner relationship, service delivery and overall performance.
20. Perform miscellaneous job-related duties as assigned.
21. Direct development of an action plan and estimates requirements for resources— management, labor, materials, and time required to complete project.
22. Monitor progress of development project and compares actual costs with estimates.
23. Keep track and updating on latest technology developments applied to his/her field of knowledge.
24. Develop professional ties and relationship with representatives of major vendors and manufacturers of equipment and system related to his/her field of expertise.



KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Bachelor of Science of Engineering or equivalent work experience. Advanced degree, at an MBA or MS-level, preferred.
2. Demonstrated project management and integrated project planning skills.
3. Strong analytical skills with a working knowledge of the IT, Transportation, Telecommunications Industry.
4. Strong Technical Background.
5. Effective matrix team facilitation, negotiation, and management skills.
6. Demonstrated successful experience working on complex, cross-functional project teams.
7. Computer skills, including MS Office Suite and database and project management software.
8. Excellent communication (oral and written) and interpersonal skills.
9. Strong organizational skills required; including good time management skills.
10. Must be highly organized and able to work independently on multiple tasks in a fast-paced environment.
11. Must be professional, dedicated, and detail-oriented.
12. Flexibility to travel as needed.
13. Eight to ten years of experience in mechanical, electrical or other related engineering specialties and systems engineering design and three or more years of management experience leading multidisciplinary design teams.
14. Familiarity with ISO 9000 design requirements, experience with Auto CAD or similar mechanical CAD drafting package, as well as general computer skills.