



Goodhart Sons Inc.

JOB DESCRIPTION

Job Title: Installation Project Manager (Non-Exempt)

Job Reports To: President of Installation Operations

Job Summary:

Position with primary responsibility for the overall management of projects throughout the country. Responsibilities include but are not limited to the estimating of projects, procurement of material and rental equipment, scheduling of work force, interaction with and liaison between the crew and customer, ensuring that the project is completed according to specification and quality standards and profit projections.

Essential Job Functions:

- Estimate projects during the bidding phase.
- Write and release proposals and purchase orders to customers, subcontractors and vendors.
- Coordinate with subcontractors; with scheduling of projects and the interaction of our crew and customer.
- Setup pre-job meeting with the customer to review project timeline and scope and clarify customer expectations.
- Provide a scope of work and direction to our foreman during project kick off meetings.
- Project management duties to include; procure material, setup vendor accounts, approval of invoices, provide a tool list for the project to Tool Room Manager, order rental equipment, etc. all according to predetermined schedules.
- Monitor all phases of projects to ensure alignment with budgets and estimates, making team aware of issues, coordinating adjustments to achieve projected objectives.
- Assist the President of Installation with scheduling of manpower and the overall project timeline.
- Act as liaison between Staff and Safety Manager and the crew, helping to implement company policy and procedures.
- Setup freight with our traffic department for tools and equipment to jobsites.

Other Functions:

- Assist the Salespeople in the preparation of the quotation, in the resolving cost additions and providing an understanding of scope gaps.
- Assist the President of Installation in cost projections of the project.
- Assist the Sales Administrator with hotels, jobsite directions.
- Assist the Fabrication Project Manager in the scheduling on fabrication items if needed during the installation.

In addition to the functions listed above, the employee is expected to: strive to exhibit and apply GSI's attributes, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with co-workers and clients, work with accuracy, efficiency, and attention to detail, maintain good attendance by working when and where directed, work safely in compliance with all safety policies, respect the work environment and keep it as neat and clean as possible, and exercise initiative to learn new skills and tasks and to help co-workers when possible. **The employee is also expected to perform such other duties and functions as required and assigned from time to time.**

The Physical Requirements Checklist that specifies the physical demands for this job is attached and is incorporated into this description.

Qualifications:

- A valid driver's license
- Proficient with MS office products
- Fluent in reading mechanical blueprints
- Demonstrates an understanding of metal terminology
- Minimum of 5 year work experience in a related position
- Understanding or has a relationship with industry vendors
- Schooling at 2 year tech or 4 year BS degree preferred

Machines/Tools/Equipment:

Must be able to operate typical office equipment, such as a computer, copier, printer, and calculator.

Must be able to operate safety equipment, construction vehicles (aerial & scissor lifts, etc.)

Working Conditions:

Extensive travel by vehicle and by airplane in and out of country; significant work at construction job sites, during all stages, in all types of weather conditions.

Must be able to perform activities requiring use of arms and legs, including climbing ladders/scaffolding, lifting & handling materials, walking & balancing, stooping.

Must be able to speak & understand detailed information through oral communication and be able to see clearly and recognize small details.

Employee Signature

Date