

POSITION DESCRIPTION

Position Description: **Engineering Project Manager**

Location: Wausau WI or Montreal QC

Reports to: General Manager

JOB SUMMARY:

- ❑ The Engineering Project Manager is responsible for managing and directing all technical and commercial aspects of all assigned projects including but not limited to the administration, engineering, design, purchasing, manufacturing, factory testing, installation and commissioning facets of the project.

REQUIREMENTS:

- ❑ BSEE or BSME plus 5 years' experience in power generation, PLC automation and project management OR Technical Degree plus 10 years' experience in power generation, PLC automation and project management
- ❑ Hydroelectric power plant operations and equipment knowledge
- ❑ Experience with the application, design, manufacturing and installation of digital/hydraulic governors, automation, SCADA systems, excitation systems, power transformers and switchgear
- ❑ Shall obtain PMP certification within two years of employment
- ❑ Ability to travel in excess of 30% domestically and internationally
- ❑ Able to perform all essential functions of the job

DESIREABLE:

- ❑ PMP certification
- ❑ Professional engineering registration or the ability to become registered
- ❑ Familiar with ASME, IEEE, IEC, NEC, and CSA standards applicable to the design of equipment and auxiliaries intended for Power Generating Stations
- ❑ Spanish and/or French language skills

ESSENTIAL FUNCTIONS:

- ❑ Responsible for the success of assigned projects including the administration, engineering, design, purchasing, manufacturing, factory testing, installation and commissioning facets of the project
- ❑ Responsible for giving clear direction, prioritizing tasks and coordinating resources assigned to the project
- ❑ Utilize L&S Electric's project process to effectively manage assigned projects (initiate, plan, execute, monitor / control and close)
- ❑ Fully understand technical and commercial contractual obligations and ensure compliance
- ❑ Understand and meet customer project goals
- ❑ Understand and meet L&S customer satisfaction, gross margin and labor hour goals
- ❑ Clarify and manage project requirements and scope with customer and project team
- ❑ Negotiate both commercial and technical terms with customers to meet customer needs and L&S goals
- ❑ Identify and document constraints and risks with customer and project team, proactively work with them to determine and implement solutions
- ❑ Perform project planning with project team
- ❑ Create and maintain project schedules to meet customer and L&S goals
- ❑ Ensure project schedules have accurate tasks and hours
- ❑ Assume assertive leadership role with customer and project team to ensure requirements and scope compliance throughout the project
- ❑ Conducts design reviews
- ❑ Use standard products and processes
- ❑ Oversee and/or perform onsite inspections and project "kick-off" meetings as assigned
- ❑ Oversee and/or perform the development of conceptual system designs as assigned
- ❑ Oversee and/or perform the development of control system functional descriptions as assigned
- ❑ Ensure system engineering is complete prior to handing off work for detailed engineering and design
- ❑ Provide coordination between marketing, administration, engineering, manufacturing and field service for project design, manufacture, installation and commissioning

- Ensure effective information handoffs
- Hold project status meeting with project team as required during the life of the project.
- Work with designers to develop electrical and mechanical drawings as assigned
- Ensure that all the project documentation is created, updated and correct
- Oversee and/or perform the development of Factory Acceptance Test, Site Acceptance Test, and O&M Manual Documents as assigned
- Oversee and/or perform the development of Customer Training Documents as assigned
- Maintain healthy customer and project team relationships, foster positive attitude
- Proactively work with customers and L&S Electric personnel to resolve personnel scheduling conflicts
- Minimize rework and warranty on all projects
- Manage and track project progress and performance
- Report project progress and performance to senior management on a monthly basis
- Develop contracts
- Coordinate with purchasing to procure services and equipment from subcontractors
- Coordinate vendors and subcontractors
- Execute project closing
- Manage and execute multiple projects
- Utilize L&S Electric ISO system to ensure quality products and services
- Design, develop, test and start up projects as required
- Support Engineering Division as requested

OTHER REQUIREMENTS:

- Ability to confidently correspond with customers via oral and written means
- Ability to motivate and inspire personnel to keep project moving toward successful completion
- Ability to travel to Canada
- Ability to work independently and in a team environment with minimal supervision
- Able to wear personal protective equipment; hearing protection, hard hat, safety glasses, etc.
- Able to work for any employer in the United States
- Be a self-starter, effectively perform duties without guidance
- Display a positive can do attitude
- Excellent customer relations skills
- Fluent in English language
- High level organizational skills with ability to set priorities, manage multiple deadlines and work under pressure
- Possess a strong attention to detail
- Possess strong electrical and mechanical aptitude
- Proficient use of personal computer, operating knowledge of Microsoft Word, Excel and Project
- Shall sign L&S Electric confidentiality agreement
- Shall work as required to complete work requirements
- Simultaneously execute multiple projects
- Strong communication skills, ability to correspond confidently with customers and project team
- Valid driver's license, able to be insured
- Valid passport or ability to obtain one
- When on call, respond to customer service calls 24 hours a day, 7 days a week
- Willingness to learn new skills and approaches to dealing with problems
- Work effectively as an individual and in a team environment

WORKING CONDITIONS:

- Aerial work may sometimes be necessary
- Core working hours start at 8AM unless prior approval given. Eight (8) working hours per day are required. Overtime requires prior approval.
- Environmental conditions vary from facility to facility (i.e. heat, noise)
- Occasional lifting of heavy objects
- Uneven or slippery walking surfaces
- Work from assigned L&S office unless prior approval given
- Work is performed at the customer jobsite as well as at L&S Electric facilities.

Reviewed and Accepted by:

Employee Name: _____

Signature: _____

Date: _____

Manager Name: _____

Signature: _____

Date: _____