



2080 Nelson Miller Parkway
Suite 200
Louisville, KY 40223-3172
Phone: 502-244-7313
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JOB DESCRIPTION: Project Manager

Summary

Direct and manage multiple concurrent projects and personnel, ensuring success in meeting respective objectives (i.e. quality, schedule, budget, spec compliance, scope, and technology).

Essential Duties and Responsibilities

- Lead, direct, and manage project activities and personnel during proposal, design, commissioning, testing, and support periods.
- In conjunction with Sales and Engineering, analyze market future needs and ensure company can efficiently technically execute and staff future projects.
- Work with Sales on proposal budget allocation and proposal technical descriptions and clarifications.
- Implement approved budgets and monitor actual expenses to ensure they fall within budgets; analyze out-of-budget expenses, ensuring they are offset in other areas of the project unless fully justified and correct a root cause.
- Ensure quality on time deliverables to consultants, customers, and end users.
- Create, monitor and manage project plan, project schedule, project schedule of values, change order log, action item log, PM plus/minus list, and other PM documents.
- Work with consultants, customers and end users at the proposal and execution stages.
- Maintain supervision of project personnel, counseling on approach, setting expectations, maintaining schedules, and ensuring objectives are being met or exceeded, identifying resource needs.
- Perform constant resource scheduling and ensure projects are suitably staffed.
- Apply and manage PM@AT project management procedures.
- Manage and minimize project risk.
- Present project status at project review meetings.
- Provide project financial status and forecast (i.e. revenue, profit, and cash left to spend).
- Understand project contractual terms and conditions, and manage project within requirements.
- Keep high-quality communications with project team (internal and external).
- Develop and implement improved methods and procedures to enhance the department product and service; improve the time taken to engineer specific elements (KPIs)
- Keep advised and provide counsel to management on PM industry standards, trends, and new technology that can be incorporated into Alliant's products and services.
- Coordinate with outside vendors on technical aspects, product needs, performance feedback, training, and quality to ensure best practices are maintained.
- Manage engineering design review, risk/opportunity, and other meetings at key stages within the project.
- Ensure quality on all PM deliverables – review and approve.
- Submit accurate on-time invoices and ensure their payment.
- Challenge others to develop as leaders while serving as a role model and mentor.
- Lead change management initiative within the project.
- Liaise with manufacturing before and during project manufacturing phase(s).
- Conduct Lessons Learned at close of all projects and provide Lessons Learned results to company management.
- Provide input for annual reviews on engineering personnel.
- Any other task as directed by management.



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Responsibility and Authority

- Responsibility: Noted above – Be aware of project budget, schedule, compliance with law and regulations, invoicing, project cash, and customer relationship during project execution. Encourages team work.
- Authority: Change order pricing up to \$250,000.

Qualifications

- Minimum BSEE, BCS, or BSME Degree or equivalent.
- Strong analytical, verbal, and written communications, leadership, delegation skills.

Experience

- 7 years of project management experience
- 5 years in a managerial role (team of 5 or more)



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**Alliant Technologies
 Job Demands**

Position: Project Manager

Physical & Mental Demands	Extent			
	Continuous Over 70%	Frequent	Occasional	Rarely
Physical Demands				
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting/Lowering 1-15 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15-30 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine Hand/Eye Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Discrimination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Acuity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Demands	Continuous Over 70%	Frequent	Occasional	Rarely
Concentration on detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention span 1+ hours on a task	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to remember multiple tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Conditions	Continuous Over 70%	Frequent	Occasional	Rarely
Exposure to toxins, cytotoxins, poisons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to extreme heat, cold, temp fluctuations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exposure to hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (Specify:)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sensory Requirements	Is Crucial	Is useful		
See	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Distinguish colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Hear/Listen	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Taste	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Touch	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Speech	<input checked="" type="checkbox"/>	<input type="checkbox"/>		



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Mental Effort	Work Environment
<p>Check all functions performed on a daily basis...</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Basic arithmetic <input checked="" type="checkbox"/> Advanced mathematics <input type="checkbox"/> Weighing/measuring <input checked="" type="checkbox"/> Visualizing conclusions <input checked="" type="checkbox"/> Analyzing data <input checked="" type="checkbox"/> Searching for solutions <input checked="" type="checkbox"/> Creating methodologies <input checked="" type="checkbox"/> Conducting research <input checked="" type="checkbox"/> Managing resources <input checked="" type="checkbox"/> Evaluating performance of others 	<p>% of time spent:</p> <p>80 _____ Indoors</p> <p>20 _____ Outdoors</p> <p>The air is:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Clean/Normal/Average <input checked="" type="checkbox"/> Dusty/Dirty <input checked="" type="checkbox"/> Wet/Humid <input checked="" type="checkbox"/> Affected by smoke, fumes, etc. <p>You work on a surface that is:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Level <input type="checkbox"/> Uneven <input type="checkbox"/> Sloping <input type="checkbox"/> Slippery <p>Noise level is:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Normal <input type="checkbox"/> Loud