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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.

### 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 teamwork.
- **Authority:** Change order pricing up to \$250,000.

### Qualifications

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



**2080 Nelson Miller Parkway**  
**Louisville, KY 40223-3172**  
Phone: 502-244-7313

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## **Language Ability**

Adequate conversational English is required in order that the individual be able to take direction from management, understand how to complete job tasks, communicate adequately with co-workers and customers, understand and follow safety guidelines, and understand the Alliant Technologies Employee Handbook and all company policies. Must be able to interpret written warnings as posted in all work areas in both the Alliant Technologies office and at any work site where Alliant Technologies performs work.

## **Experience**

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



**Alliant Technologies  
 Job Demands**

**Position:** Project Manager

<b>Physical &amp; Mental Demands</b>	<b>Extent</b>			
	<b>Continuous Over 70%</b>	<b>Frequent</b>	<b>Occasional</b>	<b>Rarely</b>
<b>Physical Demands</b>				
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"/>
<b>Mental Demands</b>	<b>Continuous Over 70%</b>	<b>Frequent</b>	<b>Occasional</b>	<b>Rarely</b>
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"/>
<b>Working Conditions</b>	<b>Continuous Over 70%</b>	<b>Frequent</b>	<b>Occasional</b>	<b>Rarely</b>
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"/>

<b>Sensory Requirements</b>	<b>Is Crucial</b>	<b>Is useful</b>		
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"/>		

<b>Mental Effort</b>	<b>Work Environment</b>
Check all functions performed on a daily basis... <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	% of time spent: 80 _____ Indoors 20 _____ Outdoors  The air is: <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.  You work on a surface that is: <input checked="" type="checkbox"/> Level <input type="checkbox"/> Uneven <input type="checkbox"/> Sloping <input type="checkbox"/> Slippery  Noise level is: <input checked="" type="checkbox"/> Normal <input type="checkbox"/> Loud



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**Acknowledgement of Job Description/Demands**

**Position:** Project Manager

I acknowledge that I have received and reviewed the job description for the position above, including the demands associated with this position.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**