

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Project Manager

JOB CODE: 003363

DATE PREPARED: October 1, 1989

Revised: July 6, 1994

SUMMARY STATEMENT

The Project Manager plans and controls the factors necessary to initiate and complete a project construction requirement on time and within the budget while maintaining an excellent safety record and obtaining customer and DOE satisfaction.

DIMENSIONS

The incumbent has primary impact upon an operating budget of \$10 - \$60 million. The incumbent supervises various craft operations superintendents in carrying out the construction requirements of the project and may also supervise engineering personnel who provide technical assistance as required. This position reports to the Field Operations Department Manager.

NATURE AND SCOPE

1. Plans, directs, and coordinates project work schedules and subsequent operational phases associated with drilling, mining, or field construction program requirements;
2. Maintains economy of operation and meets project deadlines by the efficient use of manpower, material, and equipment;
3. Maintains continuous liaison and participates in meetings with user agencies, DOE, and other Company representatives in developing operating schedules and requirements;
4. Implements and controls accurate cost reporting procedures and the distribution and use of project funds;
5. Develops new methods and new equipment uses to decrease costs while increasing production and maintaining safe work practices;
6. Modifies the application of available resources in response to rapidly changing criteria to complete the project on schedule and within the budget, while keeping problems under control;
7. Attends and participates in numerous decision-making meetings that affect the overall project;
8. Determines the impact resulting from changing criteria and schedules requirements, makes necessary adjustments in manpower and priorities, and informs concerned management personnel of the factors;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking short distances in office and engineering support as required in field work areas;

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i></p>
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Project Manager

2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. Conducts field walk-throughs on Company-designed projects and field tests;
4. May lift/carry up to 20 pounds of paperwork or supplies;
5. May push/pull, exerting force of up to 15 pounds to open doors or file drawers;
6. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas, or to attend meetings;
7. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
8. Constant use of speech/hearing abilities in communicating with subordinates/other managers, making presentations, and talking on the telephone, etc.;
9. Occasional climbing on equipment platforms to perform inspections or conduct performance evaluations.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to guarantee that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management and supervisory and interpersonal communication skills in dealing with subordinates, other managers, and other contacts in an effective, positive, and professional manner;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to deal with pressure of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains constant contact with managerial personnel within the Company to share manpower and other resources available. Some contact is maintained with budget personnel to maintain financial control of the project, and continuous contact is maintained with user agencies and DOE personnel to keep aware of changing event criteria.

WORKING CONDITIONS

General office conditions exist most of the time; however, during field trips to the work site, the incumbent may be exposed to adverse weather conditions and construction hazards.

REQUIRED WORK EXPERIENCE

This position requires 16 years of experience in drilling, mining, or heavy construction, 6 years of which should have been in a supervisory capacity.

Project Manager

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.