

POSITION DESCRIPTION



Employee:

Hire Date:

Current Title: Project Manager

Date Prepared:

Reports To: Business Manager

Position: Non-Exempt

Summary

Oversee all site technical matters, including schedule planning and technical development. Coordinate and direct projects, making detailed plans to accomplish goals and directing the integration of technical activities. Work closely and collaboratively with DEKOMTE Sales Engineers, coordination of site team, and with various employees within the company to ensure the delivery of all products in an efficient, timely manner and confirm delivery meets all company standards.

Annual Salary: \$

Key Tasks/Responsibilities: But Not limited to

Project management:

- Collaborate & communicate clearly technical advice with both Sales & Site team to ensure everyone understand technical installation process. Identify problems, create solutions, and implement efficiency improvements.
- Use the Gantt software to schedule all outages and planned works (to be approved by management)
- Monitor results by keeping a record of project, budgets and make adjustment for best efficiency & ROI. Oversee all site projects, provide technical support for quotes and additional work & technical offers. Including reviewing proposed modifications and project plans
- Manage outsourced supply chain (materials and labor):
 - Gain quotes for any extra scope components and equipment
 - Manage relationships with existing site contractors, audit and evaluate preferred contractors
 - Oversee the approved contractor list. Ensure all approvals, certification, pricing, and qualifications are received and filed as required on the company network drive.
 - Resource & manage external fabricators
 - Place PO and coordinate with subcontractors
- Training new hires with Installation costing
- **Site Activities**
 - Occasional site visits and inspections with sales and site team
 - Travel expected during outages.
 - Occasional involvement in customer kick-off meetings.
 - Conduct site audits.
 - Occasional (emergency) short outage works

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Directors:

Jake Waterhouse
Ilan Wornovitzky

EIN No. 26-1666287
Duns # 078386269

Headquarters:
DEKOMTE de Temple
Kompensator-Technik GmbH
Walinusstrasse 13, Seligenstadt
Germany
www.dekomte.com

POSITION DESCRIPTION



- Oversee the liaison with safety consultancy. Ensure all safety regulatory policies and procedures are implemented and always maintained. Record and file safety issues and maintain safety statistics on site activity. Ensure that company third party accreditations are obtained and maintained (ISO 9001).
- Apply and acquire state contractors' licenses as required.

Direct Reports: Sweta Patel -Business Manager

Signatures

Employee signature: _____

Date: _____

Technical Manager: _____

Date: _____

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