



JOB DESCRIPTION

Project Manager

Revised October 2019

POSITION SUMMARY:

The Project Manager will manage new build and repair/refit projects from beginning through completion within established budget and schedule goals. This includes working with sales and the engineering and design groups during the planning and quoting phase, and especially managing production processes throughout the project duration.

ESSENTIAL JOB FUNCTIONS:

1. Must collaborate with executive, sales, and engineering and design personnel (both internal and external) to determine and fully comprehend the scope and specifications of all assigned projects.
2. Will initiate research to determine needed resources, including manpower, equipment, and materials from start to finish of each project with attention to budget and schedule limitations.
3. Demonstrates a proactive approach at project initiation to push project forward by submitting design requests, engineering requests, code compliance checks, vendor quote requests, manning requests, etc., and by following project management system and processes.
4. Will plan all construction operations and schedule intermediate phases to ensure all deadlines and milestones will be met.
5. Develop processes and detailed reports to improve visibility of all personnel of how material and labor costs are tracking compared to the estimate.
6. Initiates, authors, edits, maintains, and communicates production processes and standard work instructions to ensure all build components are constructed per engineering and project specifications. This includes adherence to US Coast Guard and the American Bureau of Shipping specifications.
7. Consistently follows-up and audits projects to ensure all processes are adhered to throughout the build.
8. Performs employee training where necessary to assure adherence to all processes and procedures.
9. Works with IT and Engineering to accurately monitor and track all rework costs.
10. Must have a working knowledge of Microsoft Office Suite and Syteline software.
11. Must work collaboratively with other departments and outside vendors to review drawings and bills of material for accuracy, obtain quotes for purchased items, etc.
12. Outstanding organizational skills are required to set clear goals for the project team, establish priorities, delegate responsibilities, deal with delays, rework, and other plan changes and contingencies, all while keeping the project on schedule and within budget.



POSITION IN ORGANIZATION:

This position reports directly to the Senior Vice President Finance and CFO. This position has no direct reports.

DECISION MAKING:

Exercise regularly good judgment consistent with Burger's mission, vision, and code of business conduct on a regular and continuous basis. Assume full responsibility for appropriate decisions, consequences, and results having an impact on Burger, its staff, vendors, and the quality of service within the assigned operational area.

COMMUNICATION:

Must possess excellent communication, organizational, and written skills. The Project Manager must communicate positively and effectively, in both written and verbal form, with co-workers, vendors, and more. Must demonstrate excellent communication skills to thoroughly and regularly communicate with engineering, production, purchasing, and human resources to be sure all deliverables (such as construction drawings, equipment, materials, and manpower) are received on time and within budget.

EDUCATION:

Bachelor's degree in Project Management, Engineering, or a minimum of 5 years' experience in project management or related field is preferred. Education and/or experience in marine or yacht building beneficial.

GENERAL STATEMENT:

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.