

JOB DESCRIPTION

Job Title	:	Turnaround Site Project Manager
Department	:	Global Operations
Reports to	:	Global Operations Manager
Supervises	:	Team Leader(s) and other Field Personnel as Required
Short Term Base	:	12-24 Months Field or Other Operating Entity /
Long Term Base	:	Richmond, VA; Houston, TX; Other THE CLIENT Operating Entity

Critical features of this job are described under the headings below. They are not meant to be all inclusive and are subject to change at any time due to reasonable accommodations or other business reasons.

General Purpose of the Position:

Ensure compliance with all health, safety, environmental, and quality programs and policies. Responsible for, and actively manages THE CLIENT field services personnel and communications with client while building and maintaining interpersonal relationships. To implement resource plan, mobilization, project safety, personnel, equipment, material control, project documentation and reporting. Support customer relations and communication, scope and quality management, demobilization, and post project review for Metalspray, weld overlay, mechanical or LPA filtration projects from a site location within the quoted time and budget. Understand THE CLIENT product and service offerings and how they relate to solving metal wastage problems for customer equipment and processes; support growth of strong customer relationships.

Provides feedback to THE CLIENT management team for corporate strategic initiatives related to customer service, safety, quality, project incentives and technical training needs. Supports THE CLIENT strategic growth objectives through execution of quality projects that directly impact the scalability and efficacy of THE CLIENT. Acts as a company liaison with the project client on all matters related to safety, timeline, identification of additional work and upsell opportunities.

Critical Success Factors:

- Accountable for ensuring that site operations are conducted in a safe manner and in accordance with all THE CLIENT and customer specific safety standards and procedures
- Utilizes interface occasions to provide the customer with information regarding THE CLIENT's value, differentiation and potential upsell opportunities, networks with customers to identify future opportunities on the current project as well as other projects both within and outside their fleet
- Ensure profitable project execution through effective planning, efficient use of consumable resources, and minimizing waste
- Understands how losses in efficiency, consumable usage, and waste effect gross margin of the project and adversely affect project bonus payments
- Manages work flow through Team Leaders to gain both effectiveness and efficiency
 - Ensure Team Leaders are performing their duties effectively and in accordance with the Team Leader job description.
 - Coaches and mentors Team Leaders as necessary
- Monitors Team Performance to ensure end of project evaluations are completed accurately and fairly by the Team Leaders at the end of the project
 - Expectation is that Site Manager spends approximately 2-hours per day in the work area observing performance and performing spot QC checks first hand
- Performs all reporting and administrative tasks in an expedient and accurate manner
- Conduct is professional at all times through personal adherence and coaching of Team Leaders in the use of THE CLIENT Values (the THE CLIENT's Way)

Essential Duties and Responsibilities:**Commercial Operations Support (in Collaboration with the Project Manager):**

- Review and evaluate RFQ's, Proposals, Contracts, etc.
- Compile cost estimates and proposals in collaboration with Commercial Operations Department
- Review quote and estimate with regional sales manager and / or estimator and facilitate sales to operations handovers.
- Conduct operational risk analyses of high-risk opportunities.

Project Planning (in Collaboration with the Project Manager):

- Generate project plan summarizing schedule of events
- Plan site layout per customer, work and safety requirements
- Communicate resource requirements
- Oversees travel lodging and other personnel logistics or aids Team Leaders and/or Project Managers as needed
- Verifies resource availability and identifies / addresses deficiencies to ensure appropriate levels of personnel are assigned to the project
- Communicates resource requirements to the Resource Scheduler
- Requests project equipment, materials and consumables from internal resource providers

- Communicates Team schedule & confirms departures and arrivals as needed with assigned Team Leaders
- Prepares, maintains, and controls project management files and reports for pre and post job work
- Obtain required customer approvals and signatures

On Site Project Engineering:

- Serve as technical liaison between project manager and technical disciplines involved in the project.
- Assist Project Manager in Compiling Technical Method Statement and Quality Control Package as per client specification.
- Responsible for on-site quality management.
- Manage project scope and manage scope change with regards to client communication, commercial variation orders, area calculations and technical and/or quality impacts.
- Assist Project Manager with schedule management, progress tracking and projections.
- Monitor compliance to applicable codes, technical specifications and procedures.
- Review engineering deliverables and initiate appropriate corrective action.

Project Execution:

- Manage work to scope of contract
- Manage critical path schedule
- Manage equipment specifications, material, and consumables on site
- Responsible for commercial billing support including Time & Material approvals.
- Management of 5 to 60-man crew.
- Approve man hours on weekly timesheets for payroll and helps Team Leaders with completion of timesheets
- Understand THE CLIENT's and customer health & safety policies, guidelines and procedures and ensure compliance
- Monitor and control project costs in accordance with scope of work
- Responsible for on-site client communication.
- Coordinate final inspection by customers' and external inspectors

Equipment and Processes Support:

- Understand THE CLIENT product and service offerings and how they relate to solving metal wastage problems for customer equipment and processes
- Perform quality inspections, as needed, of surface applications.
- Analyze quality data and communicates recommended solutions to the client based on the results
- Understand equipment operation and requirements for repair and maintenance and provides guidance and/or assistance as needed to teams
- Plan, execute, and support technical internal/external projects.
- Participate in new product development and commissioning

Business Development Support:

- Attend pre-bid meetings and client equipment inspections.
- Scope and sell additional project opportunities while on-site

- Accompany sales personnel for site visits
- Operational evaluation of opportunities.
- Collaborate with other THE CLIENT's personnel for ongoing customer/account management

Skills and Abilities Required:

- Problem solving and trouble shooting.
- Hands-on approach.
- Project management skills to coordinate, organize, plan, and execute complex industrial projects
- Effective communications and interpersonal skills to supervise people and coordinate with others within and outside of the company
- High level of self-sufficiency and initiative
- Good situational leadership awareness and understanding of when any given situation calls for a directive or a supportive posture
- Willing to lead and or follow in a Team Based environment
- Good computer software skills including, MS Word, Excel, and Project software
- Open to new ideas and a team player
- Understand cost management and optimization of expenditures
- Ability to work in an industrial environment

Effort/Working Conditions:

- Job is performed in a challenging environment in various client facilities which includes but are not limited to refineries, paper mills, and power plants in both the USA and international locations
- Difficult working conditions characterized by long hours with 12 hour shifts
- Work on project sites is often performed in full personal protective equipment
- Must be physically able to move in and out of confined spaces and work on heights.
- 4 to 7 months of extensive travel, including international travel, most projects are 2-6 Weeks in duration

Education and Experience Required:

- Engineering Diploma/Degree Preferred. (Mechanical preferred)
- Experience with specialized technology-based field services operations servicing hydrocarbon processing industries is preferred
- 7-10 years' progressive responsibility in site responsibility and on-site management required.
- 7-10 Years hand-on management of craftsmen (proven track record in effectively managing small and medium sized projects required)
- 5 Years of turn around experience (experience with the operations and environments of chemical and petroleum industry facilities)