

Position Description: Technical Project Manager

The Technical Project Manager is responsible for leading projects related to capital equipment orders that are customized and large in scope with a very high dollar value. Projects consist of filtration equipment used for industrial dewatering. Under the direction of the Head of Engineering, Micronics' Winthrop, Maine facility, the Project Manager will provide technical leadership on project-related issues from kick-off through construction and commissioning, supporting factory Purchasing, Manufacturing, Quality Assurance, and Testing.

The Technical Project Manager will work cross-functionally to execute and deliver projects on time, within budget, with adherence to the commercial and technical specification. The Project Manager also coordinates interactions with third parties/vendors for accelerated project execution. You will be part of a small dynamic team with the ability to be nimble and innovative spanning across multiple industries and capabilities.

The Technical Project Manager will utilize their negotiation skills, project management tools, dashboards, and metrics to successfully facilitate and deliver on assigned projects. A successful candidate will be an energetic, organized and highly motivated individual with a high level of accountability, who enjoys thriving in a fast-paced environment.

RESPONSIBILITIES & DUTIES:

- Promotes the Micronics Engineered Filtration Group's core values and associated focus on culture, safety, leadership, quality, and customer satisfaction.
- Assists with project handovers, setting up new orders, budgets, purchases, change orders and any subcontract needs.
- Communicates project specification requirements to team members.
- Upon project handoff, establishes project budget, schedule, and execution plan.
- Continually monitors the project and identifies any potential increase in cost or changes in the schedule and remedies as needed.
- Communicates all schedule changes with customers, internal and external, as soon as possible.
- On a weekly basis, works with the execution team to update the project plan to be accurate and attainable.
- Ensures that all factory drawings are checked to ensure compliance with contract specifications.
- Manages prequalified subcontractors and suppliers.
- Reviews and approves documentation for release to manufacturing as per the project plan.

EDUCATION/EXPERIENCE:

- Bachelor's degree in Engineering
- PMP certification a plus
- 3-6 years' experience in managing Engineered to Order Projects

- Proficient with Project Management Office tools – WBS, Gantt Chart, Agile methodology

CORE COMPETENCIES:

- Understanding of P&ID (piping and Instrumentation) drawings and interpretation.
- Experience with customer specifications and industry code standards as they relate to the design aspects of capital equipment.
- Some experience preparing estimates, cost proposals, and change orders.
- Understanding of budgets and other project controls.
- Ability to understand specifications and to read and interpret contract documents.
- Experience with project scheduling.
- Ability to multi-task on several projects.
- Outstanding verbal and written communication skills.
- Effectively communicates with customers, subcontractors, vendors, and manufacturing personnel.
- Drive to learn and grow professionally.
- Personal commitment to team environment, safety, customer satisfaction, and quality control.
- Ability to ensure a safe work environment.
- PC literate, skill in the use of Microsoft Office suite.

SALARY RANGE: \$70,000 to \$85,000

LOCATION: Winthrop, Maine

BENEFITS:

- Medical, Dental and Vision
- Company paid Short-Term Disability and Life Insurance
- Voluntary Life and Long-Term Disability
- Paid Time Off
- 10 Paid Holidays
- 401K with Employer Match

EQUAL OPPORTUNITY EMPLOYER:

The Micronics Engineered Filtration Group is an Equal Opportunity Employer and does not discriminate on the basis of Race, Religion, Color, Age, Gender, Marital Status, Sexual Orientation, National Origin, Physical or Mental Disability, Vietnam Era or Disabled Veteran Status, or any other categories protected by law.