

JOB DESCRIPTION

PROJECT MANAGER MULTI SITE

Modified on 2011-08-17

Direct Supervisor: Vice President, Products and Services

Job Summary

Reporting to the Vice President, Products and Services, the Project Manager will maintain overall responsibility for managing project teams delivering annual project revenues and delivering custom system solutions to a national account base of customers. As a key company representative to many larger clients, this role is critical to maintaining the company's reputation for delivering on time and within budget.

Description of responsibilities

PRINCIPAL DUTIES:

1. Overall management of Building Automation projects with the following criteria in mind: customer satisfaction, collaborating with the sales team to meet agreed upon profit objectives and meeting or exceeding project completion schedules.
2. Maintain overall financial responsibility for projects including: revenue, costs, billing and overall profitability while pro-actively seeking to 'value engineer' projects to ensure zero or positive deviation from agreed upon objectives.
3. Coordinate all field activities for project construction management by developing project plans, schedules, time lines, and costs to complete estimates.
4. Build and manage a customer-focused project delivery team to ensure customer and project commitments are met while focusing on key deliverables to customers such as submittals and customer acceptance plans for every project.
5. Engage with customer to enhance their experience with the Distech Controls Solutions thought hands on instruction in the use of the system tools.
6. Embrace a continuous improvement spirit to all aspects of running project delivery teams. Special attention is required to manage and develop project delivery staff and to work with other project managers to design optimal project delivery systems and methodologies.

Key Performance deliverables:

In light of the identified responsibilities, the following are **specific deliverables** that the position is designed to achieve.

- Ability to meet or exceed agreed upon profit objectives.
- Ensure that agreed upon customer satisfaction objectives are met.
- Ability to build and develop a customer focused delivery team and provide the necessary coaching and assistance to ensure that delivery teams are properly trained and motivated.
- Ability to maintain current and up-to-date knowledge of all products and services offered.

Qualifications

The following indicates specific industry, academic and functional experience/qualifications that are important to the successful achievement of the identified responsibilities and performance deliverables.

- Bachelors Degree in Mechanical or Electrical Engineering or more than 10 years of directly related experience as and Electrician, Fitter, Senior Automation Technician or Senior Applications Engineer.
- At least 5 years of experience in managing projects and engineering projects.
- At least 5 years experience in the Building Management System industry.
- Expertise in the use of Building Automation System tools (Graphics and Programming tools) especially Niagara Framework, Lonworks and BACnet
- Management of Multi-site deliverables
- Computer Literate including Microsoft Office Suite, MS Projects and other scheduling and planning tools.
- Excellent business acumen and an in-depth understanding of the construction and project management process.
- Knowledge of Contract Management, scope, terms and conditions review.
- Ability to travel up to 50% of the time

Profile

The following competencies listed below define the role of **Project Manager**.

Customer/Client Orientation

Monitors and acts on measures of customer/client satisfaction; Strives to provide customers/clients with personalized and efficient service; Anticipates customers'/clients' needs; Quickly follows up on customer/client contacts and complaints;

Commercial Acumen

Applies appropriate commercial and financial principles; Understands situations in terms of costs, profits, added-value and return on investment; Appreciates the commercial impact of own work on the organization's total expenses and revenues;

Developing & Coaching Others

Accurately assesses strengths and development needs of employees; Challenges others to improve their abilities and actively supports their development; Continually provides timely and constructive feedback, coaching and challenging learning opportunities; Adjusts coaching style based on each employee's ability and motivation level;

Problem Solving

Draws parallels across situations and contexts; Divides problems into their individual elements; Develops several explanations or alternatives; Separates the core of a problem from its symptoms and can identify cause and effect;

Results Orientation

Establishes aggressive personal targets and strives to achieve them; Conveys a sense of urgency and drives issues to closure; Aims to improve upon past performance; Focuses strongly on achieving agreed upon outcomes and ensures that key objectives are met;

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Planning & Objective Setting

Systematic in approach to work; Produces action plans in which objectives are defined and steps for achieving them are clearly specified; Plans by breaking down large task into subtasks; Develops plans that anticipate obstacles; Is realistic about time-scales and builds in appropriate checkpoints, milestones and controls in order to ensure that desired results are realized;

Team Skills

Fosters collaboration among team members; Helps to create a sense of team spirit and harmonious relations through cooperation and support; Balances personal goals with those of the team;

Role Expertise

Demonstrates critical technical or professional knowledge/skills related to the role; Expands technical knowledge/skills and keeps up-to-date in own area of expertise; Has thorough knowledge of relevant products, services and methods;

People Management

Establishes and communicates clear priorities and sense of direction; Clarifies roles and responsibilities; Adapts management style to achieve optimum results;

Particulars

Important:

- ✓ Requires a valid passport.