



Job Description – Project Manager

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| Job Title: | Project Manager | Level: | |
| Department/Group: | Project Management | Job Category/EEO-6: | |
| Location: | Waukesha | Position Type: | |
| Salary Range: | | FLSA Status: | Full time, Exempt |

Job Description

SUMMARY:

W.M. Sprinkman engineers, builds, installs and services custom solutions for the dairy, food and brewing industries. The Project Manager oversees assigned projects from the initiation to closeout.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Project Planning:

- Organizes and conducts all meetings with internal resources involved in the project
- Creates a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Develops a schedule for project completion that effectively allocates the resources to the activities required
- Reviews the project schedule with Process Engineer, Production manager, Field Services Manager, Sales and all the other staff that will be affected by the project activities; revise the schedule as required
- Monitors the objectives and measures upon which the project will be evaluated

Project Coordination

- Tracks and monitors projects according to the project plan
- Documents project progress and activities
- Sets up files to ensure that all project information is appropriately documented
- Establishes and orchestrates a communication schedule to update the stakeholders including appropriate staff in the organization on the progress of the project

Project Control

- Monitors expenditures against project budget
- Implements change orders initiated and quoted by field service or engineering; coordinates change orders with purchasing
- Monitors project KPI's including budget and schedule

Project Evaluation

- Ensures that the project deliverables are on time, within budget and at the required level of quality
- Evaluates the outcomes of the project as established during the planning phase
- Post-project, holds a project review with internal team. Documents issues, best practices, possible solutions for future projects.

SUPERVISORY RESPONSIBILITIES:

- **none**



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QUALIFICATIONS:

- 2-3 years of project management experience, preferably in a manufacturing/engineering environment
- Strong organizational skills: evaluates priorities, develops work schedules, monitors progress, holds team members accountable for delivery of project components and activities.
- Excellent written and oral communication
- Proven ability to work in a complex, matrixed team environment
- Ability to use basic office applications such as Microsoft Project, Excel, Microsoft Word, and Sharepoint to track and report progress of projects

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in a relevant field of study is desired but not required
- PMI certification is highly desired but not required

LANGUAGE SKILLS: Good grammar and diction. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Additional language skills: None

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Additional mathematical skills: None

CUSTOMER SERVICE SKILLS: Using excellent customer service skills which includes maintaining a good attitude, taking ownership of meeting customer needs, going the "extra mile" for customers, demonstrating a commitment to sharpening skills through education and training, using positive communication, and looking for opportunities to respect customers' time and schedules.

Additional customer service skills: None

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Additional reasoning ability: None

CERTIFICATES, LICENSES, REGISTRATIONS: None

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk; stand; and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, and



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ability to adjust focus.

Additional Physical Demands: None

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a professional office environment where a conservative business dress code is in effect. The noise level in the work environment is usually moderate.

Additional work environment characteristics: None

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