



CURRENT OPENING

# Project Manager

*Location: Adelanto, CA*

Posting Date: 11/04/2020

Reports to: Operations Manager

FLSA Status: Salary

Close Date: 12/04/2020\*

## Looking for a job with stable hours, great benefits, and long-term security? Join our fantastic team!

We offer a work environment that values safety and team input, and provides opportunities to gain skills and grow your career.

### ABOUT THE JOB

A Project Manager (PM) controls the course of projects from the initiation of the contract through job close-out. The PM reviews, designs and checks the work on jobs to which they are assigned. The PM must ensure that the contractual obligations of the Company are met within the confines of the project budget, and must minimize the Company's exposure to liability, while serving the needs of the customer and strengthening the Company / Customer relationship. When required, the PM will also perform any special tasks assigned by the Engineering Manager or Operations Manager.

### ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

- Define specifications, and prepare drawings and other submittals as required for projects.
- Direct, review, and check work performed by Project Designers
- Manage project files to ensure they are organized and provide current information.
- Design project to minimize manufacturing/shipping costs.
- Review and assess vendor proposals.
- Establish and maintain customer relations.
- Coordinate manufacturing and delivery with shop personnel and customer/engineer.
- Monitor production & customer schedules. Modify schedules or plans as required.
- Process customer change orders. Evaluate cost and schedule impacts.
- Mitigate cost overruns and potential back charges.
- Negotiate back charge claims.

- Prepares project reports for management, customer, or others.
- Assist Engineering and Operations Manager in establishing, updating, and maintaining departmental and operational procedures.

## EDUCATION

- College degree in civil or mechanical engineering, or construction management.
- Pipeline or construction knowledge.
- For level 1 Project Manager - Minimum one year of work related experience in project management or equivalent combination of education and experience.
- For level 2 Project Manager – 3 years or more with background in pipeline or construction.

## KNOWLEDGE, SKILLS & ABILITIES

- Must have strong math skills to include algebra, trigonometry, and geometry.
- Able to read, review and interpret contract plans, and specifications.
- Proficient computer skills including AutoCAD, Excel, and MS Word.
- Experience with developing materials takeoffs and scheduling.
- Must possess strong written and verbal communication skills.
- Must possess strong leadership, management, and organizational skills.
- Ability to perform tasks and manage multiple parallel projects.
- Ability to work with minimal supervision.

Full list of anticipated physical demands for this position and detail on our work environment is available on our application portal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## TO APPLY

Sound like the job for you? [Click here](#) to apply online.

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*Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.*

*Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.*

*Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.*