



CURRENT OPENING

Posting Date: November 15, 2018 **Close Date:** December 12, 2018*
Job Title: Project Manager **FLSA:** Exempt
Reports to: Project Mgmt. Super./Engineering Mgr. **Job Location:** Portland, OR

Northwest Pipe Company (NASDAQ: NWPX) is a North American leader in the manufacturing of welded steel pipe. With over 50 years in the business, we provide the highest quality products, at competitive prices, with top-notch support. Becoming part of the Northwest Pipe team means embracing and demonstrating our core values which include: Accountability, Commitment and Teamwork. Employee safety, customer satisfaction and manufacturing quality products are our highest priorities.

NWP is looking for dynamic, energetic and career-minded people who can make a difference and will immediately contribute towards taking our company to the next level. **We currently have an opening for an Project Manager at our Portland, Oregon facility.**

SUMMARY OF JOB PURPOSE:

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 AND 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 organization 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.

SUPERVISORY RESPONSIBILITIES:

None

INTERPERSONAL CONTACTS:

Management, production, quality control, accounting, purchasing, customer (contractors, engineers, owners).

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

EDUCATION/EXPERIENCE:

- Minimum associate's degree in civil or mechanical engineering, or construction management; and
- Minimum three years' work related experience in project management; or
- Equivalent combination of education and experience.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- The majority of this position is performed in a climate controlled indoor environment but may include exposure to inclement outdoor extremes of cold, heat, wind and various forms of precipitation. The widest variance of noise is also encountered.
- This job requires the ability to sit for 7 – 8 hours per day doing work on the computer, paperwork and or in person and phone communication (verbal communication). It may also require walking, moving around and or standing 1 hour a day. Walking can include traveling uneven ground. In the course of a normal day, additional physical activities can include bending, stooping, squatting, kneeling, pushing, pulling, twisting, reaching and use of hands to finger. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Job require minimal travel outside the Company. Typical requirement is one or two days a month visiting customers in an office environment, or construction site.
- PPE requirements when in the plant or construction sites – hardhat, safety glasses, vest, steel toe boots, and hearing protection.

PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

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| • Hearing Protection | • Safety Glasses |
| • Respiratory Protection | • Protective Clothing |
| • Protective Footwear | • Hardhat |
| • Gloves | • Safety Harness |

HOW TO APPLY: If you are interested in and qualified for this position, please send your resume to PortlandCareers@nwpipe.com.

- *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.*
- *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.