



CURRENT OPENING PROJECT MANAGER

Posting Date: 12/13/2018

Job Title: Project Manager

Job Location: Adelanto, California

Reports To: Engineering Manager

Closing Date: 12/26/2018*

FLSA Status: Exempt

Travel: 0% – 5%

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 a Project Manager at the Adelanto manufacturing facility.**

General Job Description:

Project Manager controls the course of jobs which have been successfully bid and won by the sales department, from the initiation of the contract through job close-out. They must ensure that the contractual obligations of the Company are met within the confines of the job budget and must minimize the Company's exposure to liability while serving the needs of the customer and strengthening the Company / Customer relationship.

Specific Responsibilities:

- Review the internal Project Specification, Take-Off and drawing package prepared by Project Designer
- Ensure that the Project Designer has identified and addressed all possible cost saving techniques and materials into the design package
- Instruct and review the Project Designers hand calculations and designs
- Verify that all unusual specification requirements are noted and ensure that they are included in the Project Designers takeoff.
- Obtain from the customer all necessary information for preparation of NWP shop drawings for each assigned project.
- Initiate necessary Requests for Clarification or Information to ensure manufacturing compliance with contract requirements.
- Identify, propose, and gain approval of specification variations which may be beneficial to the Company, and subsequently gain customer approval on change orders to contract if required.
- Respond to customer concerns, prevent miscommunication and defend the Company's position.
- Alert Production Control to potential high impact changes and/or delays to the contract.
- Identify required contract change items versus original proposal, follow up and agree upon contract change order values and impact with customer.
- Obtain required approvals of extra costs prior to proceeding with additional work.
- Direct Project Designer to perform requested changes to design package and review revisions prior to release.
- Review with Production Control to establish modified schedules and budgets.
- Generation of job budgets and review bill of materials.
- Verify final job quantities and completion of payment.
- Negotiate all outstanding issues with customer.
- Write final close – out letter and final credit or change order if required.
- Follows ISO procedures, SOX procedures and quality policies.
- Attends and prepares agenda for kick-off meetings with customers
- Record customer complaints by entering them into Track.net and follow up with the complaints to ensure that they are resolved.
- Negotiate and settle back charges.
- Completes other tasks as assigned



Job Skills / Qualifications:

- Advanced understanding of mathematics
- Superior analytical/ problem solving, written and verbal communications
- Excellent customer service skills.
- Proficient PC skills including Microsoft Office and CAD applications
- Demonstrated ability to work independently with attention to detail and organizational abilities
- Ability to read, understand, interpret and lead / direct the work of others on project specifications
- Relies on extensive work experience and judgment to plan and accomplish goals while receiving minimal direction / instruction

Education / Experience / Certificates, Licenses, Registrations:

- College degree in Engineering, mathematics or other technical subject.
- Licensed Professional Engineer (PE) preferred
- Experience in the engineering, pipe, steel, construction or heavy highway industries
- Project Manager – 1- 5 years experience

Work Environment & Physical Demands:

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 one hour a day. Walking can include traveling throughout a 100 acre facility with dirt roads and 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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW TO APPLY:

If you are interested in and qualified for this position, please send your resume to AdelantoCareers@nwpipe.com and/or you can complete a NWP application.

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.

* If candidate is not identified in applications received by 12/26/2018, position will remain open until filled but may be closed at anytime on or after 12/26/2018 with or without notice.