



CURRENT OPENING – PROJECT MANAGER

Posting Date: 02/07/2019

Job Title: Project Manager

Job Location: Saginaw, Texas

Reports to: Engineering Manager

Close Date: 02/28/2019*

FLSA Status: Non-exempt

Northwest Pipe Company (NASDAQ: NWPX) is a North American leader in the manufacturing of welded steel pipe and tube. With nearly 50 years in the business and more than 900 employees, 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 safety, quality, commitment and service.

NWP currently has an opening for a Project Manager at our Saginaw, TX manufacturing facility. We are looking for dynamic, energetic and career-minded people who can make a difference and will immediately contribute to an organization positioned for growth.

SUMMARY OF JOB PURPOSE:

Responsible for all stages of job from the initiation of the contract to job closes-out. The Project Manager supports the Engineering, Plant Manager, Senior Production Manager and Operations Manager and reviews all jobs assigned to the engineering department. A major part of this position is to provide proactive leadership between the internal customers and the technical staff to ensure effective manufacturing methods. In addition, delivery of all projects in a timely and efficient manner are mandatory. The Project Manager must ensure that the contractual obligations of the organization are met within the parameters of the job budget and minimize the organization's liability. This person is responsible for serving the needs of the customer and establishing a long-term rapport with them while keeping the best interests of Northwest Pipe Company in mind. To do so, strong business analyst, application design, and project management skills are essential.

ESSENTIAL FUNCTIONS AND MAJOR 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 miscommunications 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.

SECONDARY RESPONSIBILITIES:

- May need to complete some aspects of project design work.

KNOWLEDGE, SKILLS, ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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 experience and judgment to plan and accomplish goals while receiving moderate to minimal direction / instruction

EDUCATION/EXPERIENCE:

- College degree in Engineering, mathematics or other technical subject.
- 5 – 7 years of experience in the engineering, pipe, steel, construction or heavy highway industries

CERTIFICATES, LICENSES, REGISTRATIONS:

- Prefer a licensed Professional Engineer (PE)

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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.

- Ability to work at a computer for long periods of time.
- Walking can include traveling throughout a 100 acre facility with dirt roads and uneven ground.
- Project timelines and work volume / deadlines may often require working outside of standard office hours, weekend or evening work, and travel to complete essential duties of this job.



- Ability to operate a motor vehicle or to have transportation available to accomplish essential job duties and related travel.
- Must have mental processes for complex reasoning, remembering, mathematics and language ability (reading, writing, and speaking the English language) to perform the duties proficiently.
- Ability to carry out instructions furnished in written, oral, or diagram form and to solve problems involving several variables.
- Ability to stand, walk, stoop, kneel, crouch, and climb as well as manipulate (lift, carry, move) up to 50 pounds.
- Requires good hand-eye coordination, arm-hand-finger dexterity with the ability to grasp, and visual acuity to use a keyboard and operate necessary equipment.
- The noise level in the work environment is normally moderate.
- 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, climbing, balancing, pushing, pulling, twisting, reaching, writing, typing and use of hands to finger.

Individuals in this position will be in a climate controlled environment lighting with traditional office equipment as found in any typical office environment. Individual duties are primarily sedentary.

The work environment characteristics described here are representative of those an employee could encounter while performing 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 could be exposed to moving mechanical parts.
- The employee could be exposed to outside weather conditions.
- The employee could be exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals.
- The noise level in the work environment is usually loud.
- Personal Protective Equipment is required when in the Plant, Yard or Construction Areas:

PERSONAL PROTECTIVE EQUIPMENT:

- Hearing Protection
- Safety Glasses
- Respiratory Protection
- Protective Clothing
- Protective Footwear
- Hard Hat
- Gloves

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 candidates are not identified in applications received by 02/28/2019 – position will remain open until filled but may be closed at any time on or after 02/28/2019 with or without notice.