

## **Position: Project Manager**

Reports To: Manager of Project Management  
Direct Reports: None  
Compensation Status: Salary  
Employment Status: Full Time (45 hours per week)

### **COMPANY INFO**

MW Watermark wants to make a difference. We are passionate about the world's water. We are innovative, focused on customer service, and always try to exceed expectations. We are an environmentally conscious company with people who are energized, encouraged, and inspired to make a difference in the water business, and as a result, make a positive difference to our planet by helping to keep our shared, finite water supply clean and usable for generations to come. We build amazing water and wastewater treatment equipment. Together, we can make a difference.

### **SUMMARY**

This position requires management of capital equipment projects on time, within budget, and to the complete satisfaction of our clients from order-entry through warranty. The successful candidate must be highly organized with exceptional communication, documentation, and schedule management skills.

### **PRIMARY RESPONSIBILITIES**

1. Assume responsibility for customer communications from sales after customer purchase orders are received.
2. Develop project plans and maintain plan information in real time.
3. Monitor procurement of project material scope and internal project timelines of engineering, production control, and manufacturing departments to ensure alignment with promised project schedules.
4. Review customer specifications and industry standards to ensure scope and regulatory compliance.
5. Facilitate technical discussions between internal departments and with external customer contacts.
6. Expedite customer approvals and shipping releases. Assist with expediting customer payments as necessary.
7. Balance customer expectations with internal scope, schedule, and budget considerations through proactive communication.
8. Ensure projects are completed on time and within budget.
9. Define and manage scope changes; identify scope creep and initiate change orders.
10. Project a positive image of MW Watermark at all times.
11. Recognize and escalate critical issues internally when they present themselves.
12. Conduct ongoing risk analysis to identify and control risk throughout project life cycles.
13. Perform effective project decision making and conflict resolution.
14. Create detailed technical project documentation including manuals, datasheets, and procedures.
15. Monitor internal and external compliance with quality control metrics and assist with final quality assurance inspections.
16. Promote and contribute to a continuous-improvement culture.

### **KNOWLEDGE AND SKILL REQUIREMENTS**

1. Ability to communicate effectively with large and small industrial customers and engineering firms.
2. Experience with piping and instrumentation diagrams.
3. General knowledge of industrial safety requirements.
4. Working knowledge of industrial control systems, hydraulic systems, pneumatic systems, etc.
5. Ability to work successfully on a wide variety of projects concurrently.
6. Excellent written and verbal communication skills.
7. Ability to thrive in a self-directed, fast-paced environment.
8. Strong, positive conflict resolution skills.
9. An enthusiastic, can-do attitude.
10. High attention to detail.
11. BS in Engineering is a plus.
12. PMP Certification preferred.

### **WORKING CONDITIONS**

Working conditions are normal for an office environment. Occasionally, work will be done on the production floor which requires the use of safety equipment to include but not limited to; safety glasses, hearing protection, steel toe work boots, and hardhats. Occasional travel may be required on a project need basis.