

Job Title: Project Manager Role (Both Technical & Commercial Responsibilities)

Department: Production Division

Location: Houston, TX

Job Type: Contract

Document Number: JD_PM001.00

Position Summary:

We are seeking an experienced Project Manager for Engineering Services Projects. The candidate will be responsible for the overall production of Engineering Service Projects. The successful candidate must possess the knowledge, experience and confidence to engage and professionally interact with the Process SMEs, design professionals, consultants and client while successfully directing personnel in planning, coordinating and safely executing the work in accordance with the contract documents, schedule and budget.

Porter Process Technologies Company Values & Company Culture:

PPT is a 'scrappy start-up' where, like our caveman ancestors, we leave the cave, kill something large and have our buddies help us drag it back home.

We do NOT BELIEVE in bosses, empire builders, corporate stupidity, or meaningless work that provides no job satisfaction. We BELIEVE in creating success by delivering the highest value proposal, extreme responsiveness & flexibility, honesty, safety and moving faster than any stogy corporation with minimal breakage.

Project Manager Responsibilities:

Pre-Sale Responsibilities

- Assist the Inside Sales Engineer with the preparation of the project schedule and commit to producing the project on-time & on-budget.
- Review the project scope and specifications. Comment on the project design, scheduling, possible cost savings measures and potential project pitfalls.
- Assist the Inside Sales Engineer in preparation of project budget
- Ensure that the project team includes all the appropriate engineering disciplines
- Review the Subcontractor / Independent Contractor Agreement for missing information before each project and revise if necessary
- Ensure the project has a Professional Engineer for stamping documents, if required.
- Review & Approve the project's NDA contracts
- Review & Approval of project and subcontractor Terms & Conditions.
- Review & Approval of Client Purchase Orders (POs)
- Dealing with Lien-Waver requests (if necessary)
- Negotiate the Clarifications & Exclusions (C&E) List as part of the contract negotiations.
- Ensure that all subcontractors have the appropriate level of insurance for site work.
- Set-Up Project Drive & provide access to team members

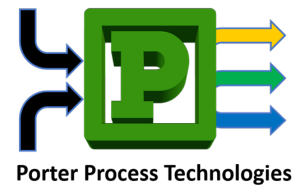
Project Execution Responsibilities

- Lead the Project Kickoff Meeting

- Have confidence in own ability to intelligently communicate with Project's Process Engineers, Designers, Project Engineers, 3D Modelers and End-Clients.
- Assign tasks & deliverables to project team members
- Ensure project team scope battery limits fully align
- Drive technical & commercial alignment among project team members.
- Oversee the documenting of all project hours in Monday.com
- Expedite any critical path deliverable or stage gate activity, which may be impeding the project's timeline.
- Monitor and maintain the project construction schedule on a weekly basis.
- Set-up and lead project meetings as necessary.
- For all key project review meetings with the client. Ensure that the client's PM signs the Minutes of Meeting before leaving the building.
- Raise and discuss relevant issues at the job site meetings. Prepare & issue minutes of all site meetings.
- Inform the Consultant/Client of any errors, discrepancies or omissions contained within the Consultant's design drawings.
- Expedite all Contract Change Notifications (CCNs) & Change Order (COs) costs. Maintain current CO logs.
- Monitor site safety and ensure that the requirements of the Occupational Health and Safety Act are enforced.
- Ensure all engineering deliverables / documents are reviewed by the appropriate engineers and that proper sign-offs take place.
- Ensure that the PPT QA/QC documents are being strictly followed
- Ensure that the project documents are correctly stored on the project drive.
- Invoicing to consultants and client including final holdbacks.
- Authorize project team travel, record travel expenses, and invoice client's AP office for project travel.
- Coordination with the PPT Accountant to ensure maximum tax deductions.
- Issuing subcontractor Payment Requisitions to the PPT Accounts Payable Office.
- Issuing Invoices to the Client as per the contract.
- Maintaining the Project Profit & Loss (P&L) statement
- Management of the Project's Retainer (if necessary)
- Ensure that the Client's Account Payable Office pays the PPT invoices.
- Maintain and enforce good PPT company standards.
- Maintain control and responsibility for PPT information security as per the project's NDA requirements.
- Control and monitor labor, material and equipment expenses.
- Prepare monthly cost forecasting summaries.

Project Close-Out & Post Project Responsibilities

- Knowledge of technology design process (R&D to Basic Engineering Packages)
- Ensure that "as-built" drawings are prepared on an ongoing basis by all engineering disciplines during the construction period and issue final close-outs.
- Ensure all required municipal inspections are performed.
- If included in the Project, manage Factor Acceptance Testing (FAT) & Site Acceptance Testing (SAT)

**Professional Qualifications:**

To be considered for this position you will possess the following skills, attributes, and abilities:

- Minimum 5 Years' experience as a Project Manager on new & retrofit industrial projects.
- College or university degree in Chemical or Mechanical Engineering, an MBA or MEng in Engineering Management is a plus.
- Must be able to speak technical process SME jargon and get down to 'brass tacks' with SMEs quickly.
- The ability to travel both domestically & internationally
- Proficient in GANTT Charts, Commercial Terminology, Technical Jargon and Engineering Procedures.
- Excellent organizational, presentation, and interpersonal skills.
- Some chemical process design experience is preferred (ASPEN, ChemCAD, HYSIS, ProII, etc)
- Legal Work Authorization
- Willingness to work for aggressive commission-based compensation with potential for contract-to-hire