

# HARPER INTERNATIONAL

## POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

### **Part I - Reporting Structure**

**Date of last revision:** April 2017

**Department:**

**Job Title:** Director of Project Management **Supervises:** Project Teams

**Reports To:** CEO

**Status:** Exempt

### **Part II – Position Objective**

Lead the development of a Project Management Office, including implementing standards for which projects have a project manager and what training and requirements project managers must have. Act as a Project Manager on large-scope OEM projects.

### **Part III – Job Responsibilities**

Essential Duties

1. Establish criteria for deciding when a project needs a project manager.
2. Establish training guidelines and requirements for project managers.
3. Translate project requirements into milestones, budgets and assignments.
4. Actively manage and drive overall project cost, schedule, and quality performance relative to internal metrics and contractual requirements.
5. Act as the primary point person and customer contact on assigned projects.
6. Oversee integration of all individual unit operations into a comprehensive system.
7. Oversee the management of a project team by communicating and monitoring progress against goals, objectives, and tasks.
8. Manage the change order process when deviations from scope are identified.

### **IV – Knowledge, Skills, Education**

Knowledge, Skills, Education

1. Bachelor's Degree in Engineering: ideal candidate will have thorough knowledge of process engineering.
2. Project Management background including in depth technical knowledge of large scale, high complexity, high value added, and innovative-intensive projects.
3. Exceptional customer facing communication skills, commercial savvy, and adept negotiating skills.
4. Must demonstrate excellent judgment, ability to make decisions and delegate tasks effectively.
5. Must be able to travel (both domestic & international)- 25-35%.

### **VI - Physical Demands**

**Physical Demands:**

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.

While performing the duties of this job, the employee is regularly required to stand, walk, hear and talk. The employee is frequently required to sit and use hands. The employee is occasionally required to reach with hands or arms, climb or balance, stoop, kneel, crouch or crawl.