

# 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

<b>Name:</b>	<b>Date:</b> March, 2010
<b>Job Title:</b> Project Manager	<b>Department:</b> Engineering
<b>Reports To (Position) :</b> Director of Engineering	<b>Supervises (Positions):</b> Project Teams
<b>Completed By:</b> HR Manager	<b>Status:</b> Exempt

### Part II – Position Objective

Provide broad-based technical oversight and leadership for large-scope OEM projects- (cradle-to-grave) and/or several development projects. These projects are typically innovative and systems intensive with a high degree of visibility. Serve as the main customer contact during the execution phase of the project.

### Part III – Job Responsibilities

Essential Duties
<ol style="list-style-type: none"> <li>1. Translate product performance requirements into technical specifications on highly innovative projects that may not be well-defined.</li> <li>2. Diligently manage client/vendor project scope delineations, interfaces, battery limits, etc. and manage the change order process when deviations are identified.</li> <li>3. Interact with sales, applications, and engineering to develop, maintain, and protect scope of project &amp; deliver project on time and within budget.</li> <li>4. Develop detailed internal / external resources analyses.</li> <li>5. Oversee the management of customers and vendors resources, acting as the primary point person for the project.</li> <li>6. Oversee integration of all individual unit operations into a comprehensive system.</li> <li>7. Oversee the management of a project team by communicating and monitoring progress against goals, objectives, and tasks.</li> <li>8. Provide technical support and expertise to both internal and external customers especially regarding equipment and site integration.</li> <li>9. Provide oversight during the installation and start-up phase of projects.</li> <li>10. Actively manage &amp; drive overall project cost, schedule, and quality performance relative to internal metrics &amp; contractual requirements.</li> <li>11. Oversee successful completion of engineering studies, developmental projects or other high innovation activities.</li> <li>12. Provide design engineering support to project engineers as needed.</li> </ol>

#### IV – Knowledge, Skills, Education

Knowledge, Skills, Education
1. Bachelor's Degree in Engineering: ideal candidate will have thorough knowledge of process engineering.
2. In depth technical knowledge of large scale, high complexity, high value added, and innovative-intensive projects.
3. Ideal candidate will have experience with developmental-type projects & understand all of the related challenges.
4. Experience with engineering studies extremely desirable.
5. Demonstrated experience with large-scale factory wide systems integration and related projects.
6. Possess in depth knowledge of thermal systems & other related heat transfer systems for high temperature (typically 700-2500 C) applications a plus
7. Exceptional customer facing communication skills, commercial savvy, and adept negotiating skills.
8. Must demonstrate excellent judgment, ability to make decisions and delegate tasks effectively.
9. Must be able to travel (both domestic & international)- 25-35%.
10. Familiarity with the following a plus: <ul style="list-style-type: none"> <li>• combustion systems</li> <li>• power electronics</li> <li>• high temperature reactions</li> <li>• basic &amp; advanced refractory methods and materials</li> <li>• experience with automated material handling systems</li> </ul>
11. Must also be comfortable in a developmental environment and sorting through “fuzzy” project requirements and creating a productive framework for advancing value added tasks during the formative phase(s).

#### 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.