

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

Name:	Date: March, 2010
Job Title: Project Manager	Department: Engineering
Reports To (Position) : Director of Project Management	Supervises (Positions): Project Teams
Completed By: HR Manager	Status: 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"> 1. Interact with sales, applications, and engineering to develop, maintain, and protect scope of project & deliver project on time and within budget. 2. Diligently manage client/vendor project scope delineations, interfaces, battery limits, etc. and manage the change order process when deviations are identified. 3. Translate product performance requirements into technical specifications. 4. Develop detailed internal / external resources analyses. 5. Oversee the management of customers and vendors resources, acting as the primary point person for the project. 6. Oversee the management of a project team by communicating and monitoring progress against goals, objectives, and tasks. 7. Provide technical support and expertise to both internal and external customers especially regarding equipment and site integration. 8. Provide oversight during the installation and start-up phase of projects. 9. Actively manage & drive overall project cost, schedule, and quality performance relative to internal metrics & contractual requirements. 10. Oversee successful completion of engineering studies, developmental projects or other high innovation activities. 11. Provide design engineering support to project engineers as needed.

IV – Knowledge, Skills, Education

Knowledge, Skills, Education
1. Bachelor's Degree in Engineering-preferably Mechanical Engineering
2. In depth technical knowledge of large scale, high complexity, high value added, and innovative-intensive projects.
3. Demonstrated experience with large scale factory wide systems integration and related projects.
4. Possess in depth knowledge of thermal systems & other related heat transfer systems for high temperature (typically 700-2500 C) applications.
5. Exceptional customer facing communication skills, commercial savvy, and adept negotiating skills.
6. Must demonstrate excellent judgment, ability to make decisions and delegate tasks effectively.
7. Must be able to travel (both domestic & international)- 25-35%.
8. Familiarity with the following a plus: <ul style="list-style-type: none"> • combustion systems • power electronics • high temperature reactions • basic & advanced refractory methods and materials • experience with automated material handling systems
9. 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).