

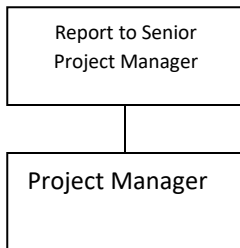
Profile: Project Manager

Company	Location	Position Type
Sky Rider	California	Full time

Classification:

Exempt: This position will be paid on a salaried basis for all hours worked, and is considered exempt from overtime. No overtime premium pay is paid to exempt employees.

Position in Company:



Objective/Purpose of the Position:

The Project manager at Sky Rider oversees Sky Rider projects, facilitates progress and accomplishment, resolves project issues and ensures that projects continue to move forward to obtain the desired goal.

Tasks/Responsibilities:

The Project Manager aids and support Sky Rider Executive Officers in the planning, management direction (organizing, implementation and controlling), project completion, client satisfaction and financial outcome of all on-going Façade Access Equipment (FAE) projects.

The Project Manager will coordinate with Sky Rider Executive Officers, Managers, Foremen, Crew Leads including Employees and Workers to achieve project management objectives that include, but not be limited to:

- Procurement (Material/Vendor) Organizing and Planning
- On-Site and Off-Site Project Management
- Project Coordination and Project Controls
- Cost and Expenditure Tracking / Cost Analysis
- Project Schedule Generation, Compliance, Monitoring and Update
- Coordination with Sky Rider’s Design, Procurement, Manufacturing, Installation and Service Departments to address project requirements
- Participation in Sky Rider Weekly Operation (OPS) Meeting/s
- Participation in Client/Customer Project Meeting/s

- Performance of field/site inspections
- Documentation of Project Events/Processes (Meeting Minutes, Field Progress Inspection, Request for Information (RFI), Change Order Request (COR), Demonstration, Final Inspection including Project Acceptance, among others)
- Document Control and Management of Plans/ Reports (Project Progress, Quality Assurance and Safety)
- Payment Verifications
- Contract Administration
- Client/Customer, Consultant, LADBS and OSHA Representation/s and Interaction/s
- Assessment of Project Issues and Implementation of Resolutions
- Punch-List and Project Close-Out Management
- Coordination with Sky Rider employees and subcontractors to facilitate information gathering/sharing and accelerate the processes to move the project/s forward and achieve project goal/s
- Perform other Project Administration Task/s assigned by Sky Rider Executive Officers

Abilities:

- Strong verbal and written English communication skills
- Proficiency in Microsoft office: Outlook, Word, Excel and Project
- Ability to multi-task and support multiple team members at the same time
- Ability to maintain company and external knowledge in order to incorporate these into engineering design
- Ability to build and maintain strong relationship with clients
- A sense of urgency, drive for results, and ability to remain true to the company's brand and image
- Ability to effectively recognize and handle ambiguous situations (handle projects with partial information)
- Show a strong work ethic as well as set a positive example by providing recognition and encouragement to project team members

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.

- Ability to sit at computer for a long period of time
- Ability to move freely to the other end of the building to scan and copy documents at printer on other end of building
- Ability to lift up to 35 pounds

Preferred Experience/Minimum Qualifications:

- Strong multi-tasking skills and support for multiple team members at the same time
- Experience in using Microsoft office: Outlook, Word, and Excel
- Strong analytical, deductive reasoning and communication skills

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Acknowledgment:

Supervisor's Name

Employee's Name

Supervisor's Signature Date

Employee's Signature Date

I certify that this job description is an accurate description of the general responsibilities assigned to the position.

I certify that this job description is an accurate description of the general responsibilities assigned to the position.